

**ADVISORY BOARD OF DIRECTORS**

**AGENDA**

Regular Monthly Meeting-Zoom  
Tuesday, April 12, 2022, at 6 pm



**Mission Oaks Recreation and Park District Advisory Board of Directors Meeting will be held in-person and via Zoom Meetings (The Zoom platform is ADA compliant).**

Meeting materials may be obtained online at MORPD.com.

**The public may attend and make a public comment by visiting:**

<https://us02web.zoom.us/j/82480551916?pwd=aEhlMkphRDJLVG5ITk5vTENmeGJTQT09>

**Meeting ID: 824 8055 1916, Passcode: 968456**

**You may also call in to 1-669-900-9128 (*long distance rates may apply*)**

**Or by attending in person at:**

**Mission Oaks Community Center: 4701 Gibbons Dr, Carmichael, CA 95608**

**At the beginning of the remote meeting the Board Clerk will ask if anyone wishes to comment on either a specific agenda item or an item not on the agenda but within the jurisdiction of the Board. If you need assistance or have questions, please call Shayne Hawthorne at 916-488-2890 prior to 4 pm.**

**Call to Order: 6 pm**

**Pledge of Allegiance:**

**Roll Call:**

**Chairperson's Comments:**

**Board Comments/Discussion:**

**Public Comment:** Members of the public may address the Board on District topics not listed on this agenda. It is a violation of state law for the Board to discuss or act on non-agenda items. Board members may only briefly ask clarifying questions or refer matters to staff. Speakers are limited to three (3) minutes.

***\*Denotes agenda items with attached information***

**Consent:**

1. Approval of March 8, 2022, Regular Board Meeting Minutes. \*
2. Adopt Resolution 2022-04, Authorizing Remote Teleconference Meetings for April 15, 2022, to May 15, 2022. \*
3. Mission Oaks Recreation and Park District Park Patrol Reports for March 2022 from Fulton El Camino Police, and Sacramento County Sheriff Off Duty Patrol. \*
4. Monthly Budget Reports, February 1-28, Period 8, FY 2021-22. \*

Advisory Board Members

Chairperson Robert Evans  
Member Jeff Rothberg  
Member Brian Bannister

Vice Chair Pati Todd  
Clerk Michael Alcalay

5. Administrative Division Report. \*
6. Recreation Division Report. \*
7. Parks Division Report. \*
8. Staff Work Plans. \*

**Information/Reports/Presentation/Letters:**

9. District Administrator Report. (Verbal)
  - Finance Report. (Verbal)
  - Recreation Report. (Verbal)
10. Facilities Committee Report. \*(Verbal)

**Discussion:**

**Action:**

11. Approval of Resolution 2022-05 directing preparation of the Engineer's Report for the Mission Oaks Parks and Recreation Maintenance and Improvement District for Fiscal Year 2022-23. \*
12. Approval of awarding Security Services Contract to Tiger Security. \*

**Staff Comments/Reports:**

<p><b>Closed Meeting:</b> PUBLIC EMPLOYEE PERFORMANCE EVALUATION (Gov. Code section 54957(b)(1) District Administrator.</p>
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**Next Regular Meeting:** Tuesday, May 10, 2022. As of the date of this notice, social distancing measures are in effect due to the COVID-19 pandemic. Parties interested in participating in the public hearing should visit the District's website at <https://www.morpd.com/advisory-board-meetings> for current information on how to provide public comment.

<p><i>Mission Oaks Recreation and Park District does not discriminate against persons with disabilities and offers an accessible facility. If you wish to attend this meeting and will require assistance to participate, please contact Shayne Hawthorne at 916-488-2890 no later than 24 hours prior to the meeting.</i></p>
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This agenda was posted and available for public review at the District Office, 3344 Mission Avenue, Carmichael, CA 95608; at Mission Oaks Community Center, 4701 Gibbons Dr., Carmichael, CA 95608; and at Swanston Community Center, 2350 Northrop Way, Sacramento, CA 95825 at least 72 hours in advance of the Regular Meeting, in accordance with the Ralph M. Brown Act. The agenda is also available online at MORPD.com. *Signed April 7, 2022, Shayne Hawthorne, Clerk of the Board.*

Advisory Board Members

Chairperson Robert Evans  
Member Jeff Rothberg  
Member Brian Bannister

Vice Chair Pati Todd  
Clerk Michael Alcalay



**Advisory Board of Directors  
Regular Meeting Minutes  
Tuesday, March 8, 2022 at 6 pm  
Via Zoom Meeting ID: 839 3064 8143**

- Call to Order:** 6 pm by Chairperson Rothberg.
- Pledge of Allegiance:** Announced by Chairperson Rothberg.
- Roll Call:**
- MORPD Directors Present:** Rothberg, Evans, Todd, Alcalay, and Bannister.
- MORPD Staff Present:** Barton, Hichborn, Woodland, Tierney, Curtola, Dahlberg, and Hawthorne.
- Public Present:** None.
- Chairperson's Comments:** Rothberg states that he has been happy to serve the community on the MORPD Board and welcomes new Board member, Director Bannister.
- Board Comments/Discussion:** Todd and Evans welcome Director Bannister.
- Announcement by Chairperson:** Members of the public may address the Board on District topics not listed on this agenda. It is a violation of state law for the Board to discuss or act on non-agenda items. Board members may only briefly ask clarifying questions or refer matters to staff. Speakers are limited to three (3) minutes.
- Public Comment:** None
- Consent:**
1. Approval of February 8, 2022, Regular Board Meeting Minutes.
  2. Adopt Resolution 2022-03, Authorizing Remote Teleconference Meetings for March 17, 2022, to April 15, 2022.
  3. Mission Oaks Recreation and Park District Park Patrol Reports for February 2022 from Fulton El Camino Police, Sacramento County Sheriff Off Duty Patrol.
  4. Monthly Budget Reports, January 1-31, Period 7, FY 2021-22.
  5. Administrative Division Report.
  6. Recreation Division Report.
  7. Parks Division Report.
  8. Staff Work Plans.

**Action:** After discussion, on a Motion by Director Alcalay, seconded by Director Evans, the Advisory Board of Directors voted to approve all consent items. A roll call vote was taken. Directors Rothberg, Evans, Todd and Alcalay approve the consent items. Director Bannister abstains.

## Information/Reports/Presentation:

9. District Administrator Report (Verbal)  
*Staff states that the Advisory Board Meetings will be transitioning from online to hybrid meetings, half in-person and half online. Staff notes that starting at the next Advisory Board meeting in April and every meeting thereafter, all staff will be present in-person and welcomes Board members to join. Staff notes that they are exploring the option of getting Chromebooks for all Directors to help with the transition from online to in-person, as well as continuing with the MORPD goal of staying green. Curtola and Dahlberg discuss upcoming programs and partnerships such as, swimming lessons at El Camino High School, lunch-time programs at Greer Elementary, summer camp programs held at Acton Academy, recreation guide distribution, early registration for summer programs, tango classes, the Easter Blast event at SCC and the Kids Carnival at MOCC. Hichborn discusses submitting the Districts Security Services RFP online, in the Carmichael Times, the Sac Bee, and on CSDA as well as conducting a Job Walk, all in hopes to select a Security Service by the beginning of May. Hichborn states that the Districts Parks lead worker, Francisco, will be moving and has put in his resignation. Staff express their appreciation toward him. Staff notes that due to the recent difficulties with finding applicants wanting to work, the application for this job opening has already been placed on the District website and on the CPRS website. Board members express their gratitude toward Francisco and Director Todd questions if the Board can put together an accommodation letter for his time served with MOPRD. Staff agrees to draft the letter before sending it to the Chairperson for signature.*
10. Recreation Committee Report. \*(Verbal)  
*Director Rothberg summarizes the items discussed at the Recreation Policy Committee meeting.*
11. Facilities Committee Report. \*(Verbal)  
*Director Evans reviews what was discussed at the Facilities Committee meeting.*
12. Finance Committee Report. \*(Verbal)  
*Director Todd reviews what was discussed at the Facilities Committee meeting.*
13. Correspondence from CPRS.  
*Staff reviews letter received from California Parks and Recreation Society applauding Danny Curtola for his demonstrated leadership by serving as President of a District over the last year. Board members applaud Curtola on serving.*

**Discussion: None.**

## Action:

14. Review and approve the Preliminary Mission Oaks Recreation and Park District Budget (336A) for FY 2022-23. \*

**Action:** After discussion, on a Motion by Director Todd, seconded by Director Evans the Advisory Board of Directors voted to adopt the Preliminary Mission Oaks Recreation and Park District Budget (336A) for FY 2022-23. A roll call vote was taken. Directors Rothberg, Todd, Evans, and Alcalay approve the motion. Director Bannister abstains.

15. Review and approve the Preliminary Mission Oaks Recreation and Park District Assessment Budget (336B) for FY 2022-23. \*

**Action:** After discussion, on a Motion by Director Evans, seconded by Director Todd the Advisory Board of Directors voted to adopt the Preliminary Mission Oaks Recreation and Park District Assessment Budget (336B) for FY 2022-23. A roll call vote was taken. Directors Rothberg, Todd, Evans, and Alcalay approve the motion. Director Bannister abstains.

16. Approve Policy 2704.1 (B), Vacation Request. \*

**Action:** After discussion, on a Motion by Director Evans, seconded by Director Rothberg the Advisory Board of Directors voted to adopt Policy 2704.1 (B), Vacation Request. A roll call vote was taken. Directors Rothberg, Todd, Evans, and Alcalay approve the motion. Director Bannister abstains.

17. Election of Officers and appointment of committee assignments 2022. \*

Members agreed to rotate Officer positions to as follows; Director Evans – Chairperson, Director Todd – Vice Chair, Director Alcalay – Clerk, Director Bannister – Board member, Director Rothberg – Board Member. Board members agreed to continue in the same Committee assignments and appoint Director Bannister to the open seat on the Recreation Committee.

**Action:** After discussion, on a Motion by Director Alcalay, seconded by Director Rothberg the Advisory Board of Directors voted to adopt the election of Officers and appointment of committee assignments 2022. A roll call vote was taken. Directors Rothberg, Todd, Evans, Alcalay, and Bannister approve the motion.

**Staff Comments/Reports:** Board members applaud Director Rothberg on his term as the Chairperson of the Board. Staff notes that Director Evans will be taking over as Chairperson starting the next meeting. Staff notes that they were contacted and given positive feedback from the family of the child on the cover of the new spring/summer recreation guide and applauds the recreation staff on involving students from MORPD programs in the recreation guide.

**Closed Meeting:** 7:22-8:31 – Nothing to report.

**Next Regular Meeting:** Tuesday, April 12, 2022 at 6 pm. As of the date of this notice, social distancing measures are in effect due to the COVID-19 pandemic. Parties interested in participating in the public hearing should visit the District's website at <https://www.morpd.com/advisory-board-meetings> for current information on how to provide public comment.

**Adjourn: 8:32 pm.**

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Shayne Hawthorne, Clerk of Board

April 12, 2022  
Date

## STAFF REPORT



DATE: April 6, 2022

TO: MORPD Advisory Board of Directors

FROM: Daniel Barton, District Administrator

SUBJECT: Adopt Resolution 2022-04 Authorizing Remote Teleconference Meetings for April 15, 2022 to May 15, 2022.

### **BACKGROUND:**

On September 16, 2021 Governor Newsom signed AB 361 (Attachment A) that allows a legislative body subject to the Brown Act to continue to meet without fully complying with the teleconferencing rules in the Brown Act. To take advantage of the AB 361, the Governor has offered a compromise that during a State of Emergency, the Advisory Board has the option to conduct meetings using the flexibility afforded by the Act.

California and the District remains under the Governor's Emergency Declaration due to COVID-19. Other declarations exist in areas devastated by wildfires, but not applicable to MORPD. The Health Office of the County of Sacramento, also issued an Order on July 29, 2021 effective July 30, 2021, based on findings that the average daily incident case rate has increased exponentially demonstrated in testing positivity rates and hospitalizations from COVID-19 in Sacramento County. The significantly more transmissible Delta variant of the SARS-CoV-2 virus has become the predominant strain.

To apply the provisions of AB 361 for meetings after September 30, 2021, the Advisory Board must adopt Resolution 2022-04 authorizing remote teleconference meetings (Attachment B). Subsequent Resolutions may come before you at your regular monthly meetings to extend these provisions for as long as the Emergency exists and/or January 1, 2024, unless extended further. Staff plans to include the initial or subsequent Resolutions in the Consent Items each month for the duration of the State of Emergency. The Resolution is only effective for 30 days.

If the initial Resolution lapses it must be reapproved.

Here are the provisions of AB 361 which apply, as follows:

- Option of participating from a remote location within or outside MORPD boundaries;
- Option of conducting a meeting with/without Board members present in-person; otherwise, a quorum would have to attend in-person;
- Due to plans to host a hybrid format, posting the Agenda of the primary location and Zoom connection link only; not the location of Board members participating remotely.
- The Board members would not have to post the Agenda at their location nor invite public participation in their remote location.

**STAFF RECOMMENDATION:**

Staff recommends that the Advisory Board of Directors adopt Resolution #2022-04, ratifying the Governor's Proclamations that State and Local Emergencies exist throughout the State and District; and authorizing remote teleconference meetings of the Advisory Board of Directors of the Mission Oaks Recreation and Park District for the period April 15, 2022 to May 15, 2022, pursuant to the Brown Act provisions.

## Assembly Bill No. 361

### CHAPTER 165

An act to add and repeal Section 89305.6 of the Education Code, and to amend, repeal, and add Section 54953 of, and to add and repeal Section 11133 of, the Government Code, relating to open meetings, and declaring the urgency thereof, to take effect immediately.

[Approved by Governor September 16, 2021. Filed with Secretary of State September 16, 2021.]

#### LEGISLATIVE COUNSEL'S DIGEST

AB 361, Robert Rivas. Open meetings: state and local agencies: teleconferences.

(1) Existing law, the Ralph M. Brown Act requires, with specified exceptions, that all meetings of a legislative body of a local agency, as those terms are defined, be open and public and that all persons be permitted to attend and participate. The act contains specified provisions regarding the timelines for posting an agenda and providing for the ability of the public to directly address the legislative body on any item of interest to the public. The act generally requires all regular and special meetings of the legislative body be held within the boundaries of the territory over which the local agency exercises jurisdiction, subject to certain exceptions. The act allows for meetings to occur via teleconferencing subject to certain requirements, particularly that the legislative body notice each teleconference location of each member that will be participating in the public meeting, that each teleconference location be accessible to the public, that members of the public be allowed to address the legislative body at each teleconference location, that the legislative body post an agenda at each teleconference location, and that at least a quorum of the legislative body participate from locations within the boundaries of the local agency's jurisdiction. The act provides an exemption to the jurisdictional requirement for health authorities, as defined. The act authorizes the district attorney or any interested person, subject to certain provisions, to commence an action by mandamus or injunction for the purpose of obtaining a judicial determination that specified actions taken by a legislative body are null and void.

Existing law, the California Emergency Services Act, authorizes the Governor, or the Director of Emergency Services when the governor is inaccessible, to proclaim a state of emergency under specified circumstances.

Executive Order No. N-29-20 suspends the Ralph M. Brown Act's requirements for teleconferencing during the COVID-19 pandemic provided that notice and accessibility requirements are met, the public members are allowed to observe and address the legislative body at the meeting, and that a legislative body of a local agency has a procedure for receiving and swiftly



resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 1, 2024, would authorize a local agency to use teleconferencing without complying with the teleconferencing requirements imposed by the Ralph M. Brown Act when a legislative body of a local agency holds a meeting during a declared state of emergency, as that term is defined, when state or local health officials have imposed or recommended measures to promote social distancing, during a proclaimed state of emergency held for the purpose of determining, by majority vote, whether meeting in person would present imminent risks to the health or safety of attendees, and during a proclaimed state of emergency when the legislative body has determined that meeting in person would present imminent risks to the health or safety of attendees, as provided.

This bill would require legislative bodies that hold teleconferenced meetings under these abbreviated teleconferencing procedures to give notice of the meeting and post agendas, as described, to allow members of the public to access the meeting and address the legislative body, to give notice of the means by which members of the public may access the meeting and offer public comment, including an opportunity for all persons to attend via a call-in option or an internet-based service option, and to conduct the meeting in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body. The bill would require the legislative body to take no further action on agenda items when there is a disruption which prevents the public agency from broadcasting the meeting, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments, until public access is restored. The bill would specify that actions taken during the disruption are subject to challenge proceedings, as specified.

This bill would prohibit the legislative body from requiring public comments to be submitted in advance of the meeting and would specify that the legislative body must provide an opportunity for the public to address the legislative body and offer comment in real time. The bill would prohibit the legislative body from closing the public comment period and the opportunity to register to provide public comment, until the public comment period has elapsed or until a reasonable amount of time has elapsed, as specified. When there is a continuing state of emergency, or when state or local officials have imposed or recommended measures to promote social distancing, the bill would require a legislative body to make specified findings not later than 30 days after the first teleconferenced meeting pursuant to these provisions, and to make those findings every 30 days thereafter, in order to continue to meet under these abbreviated teleconferencing procedures.

Existing law prohibits a legislative body from requiring, as a condition to attend a meeting, a person to register the person's name, or to provide other information, or to fulfill any condition precedent to the person's attendance.

This bill would exclude from that prohibition, a registration requirement imposed by a third-party internet website or other online platform not under the control of the legislative body.

(2) Existing law, the Bagley-Keene Open Meeting Act, requires, with specified exceptions, that all meetings of a state body be open and public and all persons be permitted to attend any meeting of a state body. The act requires at least one member of the state body to be physically present at the location specified in the notice of the meeting.

The Governor's Executive Order No. N-29-20 suspends the requirements of the Bagley-Keene Open Meeting Act for teleconferencing during the COVID-19 pandemic, provided that notice and accessibility requirements are met, the public members are allowed to observe and address the state body at the meeting, and that a state body has a procedure for receiving and swiftly resolving requests for reasonable accommodation for individuals with disabilities, as specified.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a state body to hold public meetings through teleconferencing and to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body. With respect to a state body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the state body at each teleconference location. Under the bill, a state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the state body allow members of the public to attend the meeting and offer public comment. The bill would require that each state body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge state bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(3) Existing law establishes the various campuses of the California State University under the administration of the Trustees of the California State University, and authorizes the establishment of student body organizations in connection with the operations of California State University campuses.

The Gloria Romero Open Meetings Act of 2000 generally requires a legislative body, as defined, of a student body organization to conduct its business in a meeting that is open and public. The act authorizes the legislative body to use teleconferencing, as defined, for the benefit of the public and the legislative body in connection with any meeting or proceeding authorized by law.

This bill, until January 31, 2022, would authorize, subject to specified notice and accessibility requirements, a legislative body, as defined for purposes of the act, to hold public meetings through teleconferencing and

to make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body. With respect to a legislative body holding a public meeting pursuant to these provisions, the bill would suspend certain requirements of existing law, including the requirements that each teleconference location be accessible to the public and that members of the public be able to address the legislative body at each teleconference location. Under the bill, a legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically would satisfy any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. The bill would require that each legislative body that holds a meeting through teleconferencing provide notice of the meeting, and post the agenda, as provided. The bill would urge legislative bodies utilizing these teleconferencing procedures in the bill to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to existing law, as provided.

(4) This bill would declare the Legislature's intent, consistent with the Governor's Executive Order No. N-29-20, to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future emergencies by allowing broader access through teleconferencing options.

(5) This bill would incorporate additional changes to Section 54953 of the Government Code proposed by AB 339 to be operative only if this bill and AB 339 are enacted and this bill is enacted last.

(6) The California Constitution requires local agencies, for the purpose of ensuring public access to the meetings of public bodies and the writings of public officials and agencies, to comply with a statutory enactment that amends or enacts laws relating to public records or open meetings and contains findings demonstrating that the enactment furthers the constitutional requirements relating to this purpose.

This bill would make legislative findings to that effect.

(7) Existing constitutional provisions require that a statute that limits the right of access to the meetings of public bodies or the writings of public officials and agencies be adopted with findings demonstrating the interest protected by the limitation and the need for protecting that interest.

This bill would make legislative findings to that effect.

(8) This bill would declare that it is to take effect immediately as an urgency statute.

*The people of the State of California do enact as follows:*

SECTION 1. Section 89305.6 is added to the Education Code, to read:  
89305.6. (a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a legislative body may hold public meetings through teleconferencing

and make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the legislative body.

(b) (1) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of the legislative body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended.

(2) For a legislative body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.

(B) Each teleconference location be accessible to the public.

(C) Members of the public may address the legislative body at each teleconference conference location.

(D) Post agendas at all teleconference locations.

(E) At least one member of the legislative body be physically present at the location specified in the notice of the meeting.

(c) A legislative body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically or otherwise electronically, consistent with the notice and accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the legislative body allow members of the public to attend the meeting and offer public comment. A legislative body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

(d) If a legislative body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the legislative body shall also do both of the following:

(1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.

(2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).

(e) Except to the extent this section provides otherwise, each legislative body that holds a meeting through teleconferencing pursuant to this section shall do both of the following:

(1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as applicable.

(2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a legislative body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the legislative body's internet website.

(f) All legislative bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to legislative body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

SEC. 2. Section 11133 is added to the Government Code, to read:

11133. (a) Notwithstanding any other provision of this article, and subject to the notice and accessibility requirements in subdivisions (d) and (e), a state body may hold public meetings through teleconferencing and make public meetings accessible telephonically, or otherwise electronically, to all members of the public seeking to observe and to address the state body.

(b) (1) For a state body holding a public meeting through teleconferencing pursuant to this section, all requirements in this article requiring the physical presence of members, the clerk or other personnel of the state body, or the public, as a condition of participation in or quorum for a public meeting, are hereby suspended.

(2) For a state body holding a public meeting through teleconferencing pursuant to this section, all of the following requirements in this article are suspended:

(A) Each teleconference location from which a member will be participating in a public meeting or proceeding be identified in the notice and agenda of the public meeting or proceeding.

(B) Each teleconference location be accessible to the public.

(C) Members of the public may address the state body at each teleconference conference location.

(D) Post agendas at all teleconference locations.

(E) At least one member of the state body be physically present at the location specified in the notice of the meeting.

(c) A state body that holds a meeting through teleconferencing and allows members of the public to observe and address the meeting telephonically

or otherwise electronically, consistent with the notice and accessibility requirements in subdivisions (d) and (e), shall have satisfied any requirement that the state body allow members of the public to attend the meeting and offer public comment. A state body need not make available any physical location from which members of the public may observe the meeting and offer public comment.

(d) If a state body holds a meeting through teleconferencing pursuant to this section and allows members of the public to observe and address the meeting telephonically or otherwise electronically, the state body shall also do both of the following:

(1) Implement a procedure for receiving and swiftly resolving requests for reasonable modification or accommodation from individuals with disabilities, consistent with the federal Americans with Disabilities Act of 1990 (42 U.S.C. Sec. 12101 et seq.), and resolving any doubt whatsoever in favor of accessibility.

(2) Advertise that procedure each time notice is given of the means by which members of the public may observe the meeting and offer public comment, pursuant to paragraph (2) of subdivision (e).

(e) Except to the extent this section provides otherwise, each state body that holds a meeting through teleconferencing pursuant to this section shall do both of the following:

(1) Give advance notice of the time of, and post the agenda for, each public meeting according to the timeframes otherwise prescribed by this article, and using the means otherwise prescribed by this article, as applicable.

(2) In each instance in which notice of the time of the meeting is otherwise given or the agenda for the meeting is otherwise posted, also give notice of the means by which members of the public may observe the meeting and offer public comment. As to any instance in which there is a change in the means of public observation and comment, or any instance prior to the effective date of this section in which the time of the meeting has been noticed or the agenda for the meeting has been posted without also including notice of the means of public observation and comment, a state body may satisfy this requirement by advertising the means of public observation and comment using the most rapid means of communication available at the time. Advertising the means of public observation and comment using the most rapid means of communication available at the time shall include, but need not be limited to, posting such means on the state body's internet website.

(f) All state bodies utilizing the teleconferencing procedures in this section are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the otherwise applicable provisions of this article, in order to maximize transparency and provide the public access to state body meetings.

(g) This section shall remain in effect only until January 31, 2022, and as of that date is repealed.

SEC. 3. Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3.



In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, “state of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

SEC. 3.1. Section 54953 of the Government Code is amended to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency in person, except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language access and other nondiscrimination obligations.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all otherwise applicable requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body

shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivisions (d) and (e). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter

2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) (1) A local agency may use teleconferencing without complying with the requirements of paragraph (3) of subdivision (b) if the legislative body complies with the requirements of paragraph (2) of this subdivision in any of the following circumstances:

(A) The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.

(B) The legislative body holds a meeting during a proclaimed state of emergency for the purpose of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(C) The legislative body holds a meeting during a proclaimed state of emergency and has determined, by majority vote, pursuant to subparagraph (B), that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

(2) A legislative body that holds a meeting pursuant to this subdivision shall do all of the following:

(A) The legislative body shall give notice of the meeting and post agendas as otherwise required by this chapter.

(B) The legislative body shall allow members of the public to access the meeting and the agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3. In each instance in which notice of the time of the teleconferenced meeting is otherwise given or the agenda for the meeting is otherwise posted, the legislative body shall also give notice of the means by which members of the public may access the meeting and offer public comment. The agenda shall identify and include an opportunity for all persons to attend via a call-in option or an internet-based service option. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(C) The legislative body shall conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties and the public appearing before the legislative body of a local agency.

(D) In the event of a disruption which prevents the public agency from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored. Actions taken on agenda items during a disruption which prevents the public agency from broadcasting the meeting may be challenged pursuant to Section 54960.1.

(E) The legislative body shall not require public comments to be submitted in advance of the meeting and must provide an opportunity for

the public to address the legislative body and offer comment in real time. This subparagraph shall not be construed to require the legislative body to provide a physical location from which the public may attend or comment.

(F) Notwithstanding Section 54953.3, an individual desiring to provide public comment through the use of an internet website, or other online platform, not under the control of the local legislative body, that requires registration to log in to a teleconference may be required to register as required by the third-party internet website or online platform to participate.

(G) (i) A legislative body that provides a timed public comment period for each agenda item shall not close the public comment period for the agenda item, or the opportunity to register, pursuant to subparagraph (F), to provide public comment until that timed public comment period has elapsed.

(ii) A legislative body that does not provide a timed public comment period, but takes public comment separately on each agenda item, shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register pursuant to subparagraph (F), or otherwise be recognized for the purpose of providing public comment.

(iii) A legislative body that provides a timed general public comment period that does not correspond to a specific agenda item shall not close the public comment period or the opportunity to register, pursuant to subparagraph (F), until the timed general public comment period has elapsed.

(3) If a state of emergency remains active, or state or local officials have imposed or recommended measures to promote social distancing, in order to continue to teleconference without compliance with paragraph (3) of subdivision (b), the legislative body shall, not later than 30 days after teleconferencing for the first time pursuant to subparagraph (A), (B), or (C) of paragraph (1), and every 30 days thereafter, make the following findings by majority vote:

(A) The legislative body has reconsidered the circumstances of the state of emergency.

(B) Any of the following circumstances exist:

(i) The state of emergency continues to directly impact the ability of the members to meet safely in person.

(ii) State or local officials continue to impose or recommend measures to promote social distancing.

(4) For the purposes of this subdivision, “state of emergency” means a state of emergency proclaimed pursuant to Section 8625 of the California Emergency Services Act (Article 1 (commencing with Section 8550) of Chapter 7 of Division 1 of Title 2).

(f) This section shall remain in effect only until January 1, 2024, and as of that date is repealed.

SEC. 4. Section 54953 is added to the Government Code, to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting

of the legislative body of a local agency, except as otherwise provided in this chapter.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting,

members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

SEC. 4.1. Section 54953 is added to the Government Code, to read:

54953. (a) All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, in person except as otherwise provided in this chapter. Local agencies shall conduct meetings subject to this chapter consistent with applicable state and federal civil rights laws, including, but not limited to, any applicable language access and other nondiscrimination obligations.

(b) (1) Notwithstanding any other provision of law, the legislative body of a local agency may use teleconferencing for the benefit of the public and the legislative body of a local agency in connection with any meeting or proceeding authorized by law. The teleconferenced meeting or proceeding shall comply with all requirements of this chapter and all otherwise applicable provisions of law relating to a specific type of meeting or proceeding.

(2) Teleconferencing, as authorized by this section, may be used for all purposes in connection with any meeting within the subject matter jurisdiction of the legislative body. All votes taken during a teleconferenced meeting shall be by rollcall.

(3) If the legislative body of a local agency elects to use teleconferencing, it shall post agendas at all teleconference locations and conduct teleconference meetings in a manner that protects the statutory and constitutional rights of the parties or the public appearing before the

legislative body of a local agency. Each teleconference location shall be identified in the notice and agenda of the meeting or proceeding, and each teleconference location shall be accessible to the public. During the teleconference, at least a quorum of the members of the legislative body shall participate from locations within the boundaries of the territory over which the local agency exercises jurisdiction, except as provided in subdivision (d). The agenda shall provide an opportunity for members of the public to address the legislative body directly pursuant to Section 54954.3 at each teleconference location.

(4) For the purposes of this section, “teleconference” means a meeting of a legislative body, the members of which are in different locations, connected by electronic means, through either audio or video, or both. Nothing in this section shall prohibit a local agency from providing the public with additional teleconference locations.

(c) (1) No legislative body shall take action by secret ballot, whether preliminary or final.

(2) The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.

(3) Prior to taking final action, the legislative body shall orally report a summary of a recommendation for a final action on the salaries, salary schedules, or compensation paid in the form of fringe benefits of a local agency executive, as defined in subdivision (d) of Section 3511.1, during the open meeting in which the final action is to be taken. This paragraph shall not affect the public’s right under the California Public Records Act (Chapter 3.5 (commencing with Section 6250) of Division 7 of Title 1) to inspect or copy records created or received in the process of developing the recommendation.

(d) (1) Notwithstanding the provisions relating to a quorum in paragraph (3) of subdivision (b), if a health authority conducts a teleconference meeting, members who are outside the jurisdiction of the authority may be counted toward the establishment of a quorum when participating in the teleconference if at least 50 percent of the number of members that would establish a quorum are present within the boundaries of the territory over which the authority exercises jurisdiction, and the health authority provides a teleconference number, and associated access codes, if any, that allows any person to call in to participate in the meeting and the number and access codes are identified in the notice and agenda of the meeting.

(2) Nothing in this subdivision shall be construed as discouraging health authority members from regularly meeting at a common physical site within the jurisdiction of the authority or from using teleconference locations within or near the jurisdiction of the authority. A teleconference meeting for which a quorum is established pursuant to this subdivision shall be subject to all other requirements of this section.

(3) For purposes of this subdivision, a health authority means any entity created pursuant to Sections 14018.7, 14087.31, 14087.35, 14087.36, 14087.38, and 14087.9605 of the Welfare and Institutions Code, any joint



powers authority created pursuant to Article 1 (commencing with Section 6500) of Chapter 5 of Division 7 for the purpose of contracting pursuant to Section 14087.3 of the Welfare and Institutions Code, and any advisory committee to a county-sponsored health plan licensed pursuant to Chapter 2.2 (commencing with Section 1340) of Division 2 of the Health and Safety Code if the advisory committee has 12 or more members.

(e) This section shall become operative January 1, 2024.

SEC. 5. Sections 3.1 and 4.1 of this bill incorporate amendments to Section 54953 of the Government Code proposed by both this bill and Assembly Bill 339. Those sections of this bill shall only become operative if (1) both bills are enacted and become effective on or before January 1, 2022, but this bill becomes operative first, (2) each bill amends Section 54953 of the Government Code, and (3) this bill is enacted after Assembly Bill 339, in which case Section 54953 of the Government Code, as amended by Sections 3 and 4 of this bill, shall remain operative only until the operative date of Assembly Bill 339, at which time Sections 3.1 and 4.1 of this bill shall become operative.

SEC. 6. It is the intent of the Legislature in enacting this act to improve and enhance public access to state and local agency meetings during the COVID-19 pandemic and future applicable emergencies, by allowing broader access through teleconferencing options consistent with the Governor's Executive Order No. N-29-20 dated March 17, 2020, permitting expanded use of teleconferencing during the COVID-19 pandemic.

SEC. 7. The Legislature finds and declares that Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, further, within the meaning of paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the purposes of that constitutional section as it relates to the right of public access to the meetings of local public bodies or the writings of local public officials and local agencies. Pursuant to paragraph (7) of subdivision (b) of Section 3 of Article I of the California Constitution, the Legislature makes the following findings:

This act is necessary to ensure minimum standards for public participation and notice requirements allowing for greater public participation in teleconference meetings during applicable emergencies.

SEC. 8. (a) The Legislature finds and declares that during the COVID-19 public health emergency, certain requirements of the Bagley-Keene Open Meeting Act (Article 9 (commencing with Section 11120) of Chapter 1 of Part 1 of Division 3 of Title 2 of the Government Code) were suspended by Executive Order N-29-20. Audio and video teleconference were widely used to conduct public meetings in lieu of physical location meetings, and public meetings conducted by teleconference during the COVID-19 public health emergency have been productive, have increased public participation by all members of the public regardless of their location in the state and ability to travel to physical meeting locations, have protected the health and safety of civil servants and the public, and have reduced travel costs incurred by members of state bodies and reduced work hours spent traveling to and from meetings.

(b) The Legislature finds and declares that Section 1 of this act, which adds and repeals Section 89305.6 of the Education Code, Section 2 of this act, which adds and repeals Section 11133 of the Government Code, and Sections 3 and 4 of this act, which amend, repeal, and add Section 54953 of the Government Code, all increase and potentially limit the public's right of access to the meetings of public bodies or the writings of public officials and agencies within the meaning of Section 3 of Article I of the California Constitution. Pursuant to that constitutional provision, the Legislature makes the following findings to demonstrate the interest protected by this limitation and the need for protecting that interest:

(1) By removing the requirement that public meetings be conducted at a primary physical location with a quorum of members present, this act protects the health and safety of civil servants and the public and does not preference the experience of members of the public who might be able to attend a meeting in a physical location over members of the public who cannot travel or attend that meeting in a physical location.

(2) By removing the requirement for agendas to be placed at the location of each public official participating in a public meeting remotely, including from the member's private home or hotel room, this act protects the personal, private information of public officials and their families while preserving the public's right to access information concerning the conduct of the people's business.

SEC. 9. This act is an urgency statute necessary for the immediate preservation of the public peace, health, or safety within the meaning of Article IV of the California Constitution and shall go into immediate effect. The facts constituting the necessity are:

In order to ensure that state and local agencies can continue holding public meetings while providing essential services like water, power, and fire protection to their constituents during public health, wildfire, or other states of emergencies, it is necessary that this act take effect immediately.



## RESOLUTION NO. 2022-04

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE MISSION OAKS RECREATION AND PARK DISTRICT PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION OF A STATE OF EMERGENCY BY GOVERNOR ORDER N-25-20 ON MARCH 4, 2020, AND AUTHORIZING REMOTE TELECONFERENCE MEETINGS OF THE LEGISLATIVE BODIES OF MISSION OAKS RECREATION AND PARK DISTRICT FOR THE PERIOD APRIL 15, 2022 TO MAY 15, 2022 PURSUANT TO BROWN ACT PROVISIONS.

**WHEREAS**, the MISSION OAKS RECREATION AND PARK DISTRICT is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

**WHEREAS**, all meetings of MISSION OAKS RECREATION AND PARK DISTRICT's legislative bodies are open and public, as required by the Ralph M. Brown Act (Cal. Gov. Code 54950 – 54963), so that any member of the public may attend, participate, and watch the District's legislative bodies conduct their business; and

**WHEREAS**, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

**WHEREAS**, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

**WHEREAS**, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

**WHEREAS**, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, on March 4, 2020, Governor Newsom issued a Proclamation of a State of Emergency declaring a state of emergency exists in California due to the threat of COVID-19, pursuant to the California Emergency Services Act (Government Code section 8625); and

**WHEREAS**, on March 17, 2020, Governor Newsom issued Executive Order N-29-20 that suspended the teleconferencing rules set forth in the Brown Act, provided certain requirements were met and followed; and,

**WHEREAS**, on June 11, 2021, Governor Newsom issued Executive Order N-08-21 that clarified the suspension of the teleconferencing rules set forth in the Brown Act, and further provided that those provisions would remain suspended through September 30, 2021; and

**WHEREAS**, on September 16, 2021, Governor Newsom signed AB 361 that allows a legislative body subject to the Brown Act to continue to meet without fully complying with the teleconferencing rules in the Brown Act provided the legislative body make certain findings; and

**WHEREAS**, as amended by AB 361, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the

requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions and requirements; and

**WHEREAS**, a required condition of Government Code section 54953(e) is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558(b); and

**WHEREAS**, a further required condition of Government Code section 54953(e) is that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body holds a meeting to determine or has determined by a majority vote that meeting in person would present imminent risks to the health and safety of attendees; and

**WHEREAS**, as of the date of this Resolution, the Proclamation of a State of Emergency remains in effect as neither the Governor nor the state Legislature have exercised their respective powers pursuant to Government Code section 8629 to lift the state of emergency either by proclamation or by concurrent resolution the state Legislature; and

**WHEREAS**, the California Department of Industrial Relations has issued regulations related to COVID-19 Prevention for employees and places of employment. Title 8 of the California Code of Regulations, Section 3205(5)(D) specifically recommends physical (social) distancing as one of the measures to decrease the spread of COVID-19 based on the fact that particles containing the virus can travel more than six feet, especially indoors; and

**WHEREAS**, on September 28, 2021, the Sacramento County Public Health Officer Dr. Olivia Kasirye issued a Teleconference Recommendation which states that utilizing teleconference options for public meetings is an effective and recommended social distancing measure to facilitate participation in public affairs and encourage participants to protect themselves and other from COVID-19; and

**WHEREAS**, Advisory Board of Directors has an interest in encouraging public participation in open and public meetings while protecting the health, safety and welfare of those who participate.

**WHEREAS**, such conditions now exist in the District, specifically, A State OF Emergency has been proclaimed as a result of the threat and spread of COVID-19; and

**WHEREAS**, Advisory Board members and/or District Staff exposed to COVID-19 may be temporarily unable to attend an in-person meeting due to exposure or potential exposure, illness or quarantine related to COVID-19 or social distancing measures; and

**WHEREAS**, the Advisory Board of Directors does hereby find that COVID-19 remains active, COVID-19 has caused, and will continue to cause, conditions of peril in the safety of persons within the District, and are likely to be beyond control of services, personnel, equipment and facilities of the District, and desires to ratify the proclamation of state of emergency by the Governor of the State of California; and

**WHEREAS**, as a consequence of the local emergency, the Board of Directors does hereby find that the legislative bodies of MISSION OAKS RECREATION AND PARK DISTRICT shall conduct their meetings without compliance with paragraph (3) of subdivision (b) of Government Code section 54953, as authorized by subdivision (e) of section 54953, and that such legislative bodies shall comply with the requirements to provide the public with access to the meetings as prescribed in paragraph (2) of subdivision (e) of section 54953; and

**WHEREAS**, the Notices and Agendas for Advisory Board Meetings will be posted within timeframes required by the Brown Act and will include the time and location of the meeting and/or teleconference access link that includes Meeting ID and password for public observation and address telephonically or otherwise electronically.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF MISSION OAKS RECREATION AND PARK DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

Section 1. The Recitals set forth above are true and correct and are incorporated into this Resolution by this reference.

Section 2. The Advisory Board hereby ratifies the Governor's proclamations that state and local emergencies exist throughout the State and District, and Advisory Board Members and/or District Staff exposed to COVID-19 may be temporarily unable to attend an in-person meeting due to exposure, illness, or quarantine related to COVID-19 or social distancing measures: and

Section 3. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of March 4, 2020.

Section 4. The Board hereby declares that the District is authorized to conduct open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act, and Staff are directed to take all actions necessary to carry out the intent and purpose of this Resolution.

Section 5. The District Staff and legislative bodies of MISSION OAKS RECREATION AND PARK DISTRICT are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution including, conducting open and public meetings in accordance with Government Code section 54953(e) and other applicable provisions of the Brown Act.

Section 6. This Resolution shall take effect immediately upon its adoption and shall be effective until the earlier of (i) May 15, 2022, or such time the Advisory Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of MISSION OAKS RECREATION AND PARK DISTRICT may continue to teleconference without compliance with paragraph (3) of subdivision (b) of section 54953.

PASSED AND ADOPTED by the Board of Directors of MISSION OAKS RECREATION AND PARK DISTRICT, this 12th day of April 2022, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Robert Evans, Chair of the Mission Oaks Recreation  
And Park District Advisory Board of Directors

\_\_\_\_\_  
Shayne Hawthorne, Clerk of the Board

## STAFF REPORT



DATE: April 7, 2022  
 TO: MORPD Advisory Board of Directors  
 FROM: J.R. Hichborn, Parks Superintendent  
 SUBJECT: FEC Park Patrol Reports for March 2022

### Fulton El Camino Park Police Patrol Logs



#### **Ashton, Maddox, Oak Meadow, Orville Wright, Sierra Oaks, Valley Oak and Windemere Park**

No issues in March.

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#### **Cowan**

FEC officers issued (2) warnings for off leash dogs.

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#### **Eastern Oak Park**

FEC officers were called out (1) time for an individual locking himself in the restroom with a bicycle. Subject was gone when officers arrived.

FEC issued (3) parking citations; (1) for not displaying two license plates and (2) for no registration.

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#### **Gibbons Park**

There were (2) warnings in the month of March, both for not displaying two license plates.

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### **Hazelwood Greens**

There was (1) warning issued last month for an off-leash dog.

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### **Mission North Park**

FEC officers issued (4) “notice to appear” citations in the month of March; (1) for paraphernalia, (1) for an unlicensed driver, (1) for no registration and (1) for no insurance.

FEC officers issued (1) parking citation in the month of March for no current vehicle registration.

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### **Shelfield Park**

FEC officers issued (1) parking citation in the month of March for no current vehicle registration.

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### **Swanston Park**

There were (6) “notice to appear” citations issued in the month of March, (2) for driving without a license, (2) for no registration and (2) for no insurance.

FEC officers issued (1) warning in the month of March for no current registration.

There were (2) parking citations issued in the month of March; (1) for parking in a handicap stall and (1) for no registration.

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## STAFF REPORT



DATE: April 7, 2022  
TO: MORPD Advisory Board of Directors  
FROM: J.R. Hichborn, Parks Superintendent  
SUBJECT: Sacramento Sherriff Off Duty Patrol for March 2022



\*Officer Osadchick retired last month. Officer Dutton is currently the only officer assigned to the Mission Oaks account from the Off Duty Sherriff program. Staff is working with officer Dutton to fill as many vacant shifts as possible.

### **1900 Hours/3-11-2022 (Friday) Dutton:**

#### **Swanston Park**

I observed a large motorhome parked in the west parking lot. I was able to contact the owners who had been enjoying the park. The owner stated she was planning to move the motor home when the park was closed. I stayed at the location until the motor home was gone to ensure it was not parked overnight.

---

### **0730 Hours/3-12-2022 (Saturday) Dutton:**

#### **Eastern Oak Park**

I made contact with a suspicious occupied vehicle in the parking lot which had condensation on the front windshield as if someone was sleeping in the parking lot. Upon further investigation, there was a white male adult in the back seat of the vehicle. The subject stated that he recently became homeless and was staying inside of his vehicle. The subject further stated he had not slept in the park and got here when the park opened. I did not see the

vehicle during my shift last night. The subject had been smoking marijuana prior and a strong smell emitted from the interior of his vehicle. The subject agreed not to camp inside of the park and adhere to SCC regarding the usage of marijuana. As I was leaving, the subject became confrontational and argumentative. After several minutes of explaining why the contact occurred and other law enforcement actions I could have taken at my discretion, he decided to leave the park without further incident.

---

**0800 Hours/3-12-2022 (Saturday) Dutton:**

**Valley Oak Park**

I was waived down by a coach of the little league who stated he had to recently fire a coach for inappropriate sexual comments to players and he was concerned the former coach would show up during the game. The coach asked me to stay for approximately 30 minutes to ensure he did not disturb the game and the parents felt more comfortable. I explained to the coach, I am assigned to the park district today and I am at his service. I did not see the former coach and the game was played without incident.

---

**2000 Hours/3-25-2022 (Friday) Dutton:**

**Swanston Park**

I observed several large groups of families still inside of the park after hours. I was able to make contact with the two (2) separate groups and explain to them the park hours of operation. They complied without incident and left the park. At the park, I was able to speak with the janitor who enjoyed the police presence while she cleaned the facility.

---

**2230 Hours/3-25-2022 (Friday) Dutton:**

**Gibbons Park**

I made contact with a homeless white male adult who appeared to be attempting to camp in the park overnight. The subject stated he was not going to camp in the park, but it appeared differently. I observed the subject from a distance as he was becoming agitated. The subject ultimately left without further incident.

---

**0800 Hours/3-26-2022 (Saturday) Dutton:**

**Ashton Park**

I spoke to a white male adult with a yellow American Labrador off leash on the west side of the complex. The subject stated he just moved into the neighborhood from LA and had the dog for only six (6) months. I explained the SCC rules regarding dogs off leash.

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**1100 Hours/3-26-2022 (Saturday) Dutton:**

**Cowan Park**

I spoke to a family of two (2) with two (2) small dogs off leash. I advised them of SCC and they placed a leash on the dogs without incident.

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## STAFF REPORT



DATE: April 7, 2022

TO: MORPD Advisory Board of Directors

FROM: Darren Woodland, Finance Manager

SUBJECT: Monthly Budget Reports, February 1-28, Period 8, FY 2021-22.

### **FINDINGS:**

The February Budget Report (**Attachment A**) for Mission Oaks Recreation and Park District is 67% through the current fiscal year.

The General Fund Budget has received 57.8% of projected revenues and has consumed 55.8% of the total budget.

The Assessment Fund Budget has received 60.8% of projected revenues and has consumed 31.8% of the total budget.

The General and Assessment Fund Budgets are in good condition!

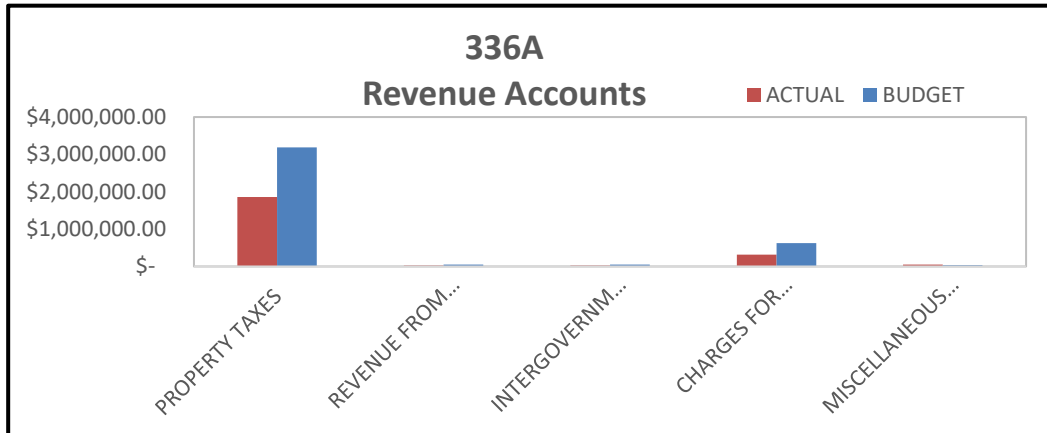
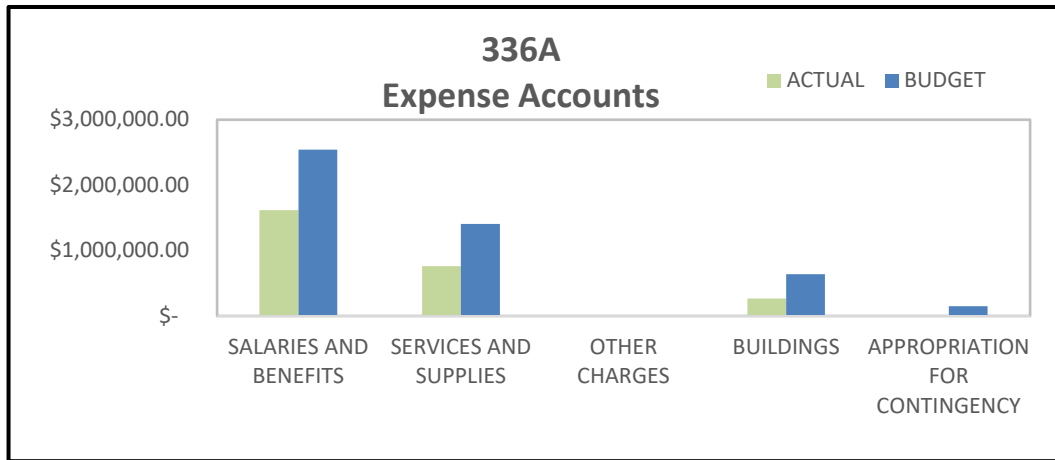


GENERAL FUND - 336A				
EXPENSES	BUDGET	ACTUAL	AVAILABLE	% USED
SALARIES AND BENEFITS	\$ 2,544,210.00	\$ 1,617,987.87	\$ 926,222.13	63.6%
SERVICES AND SUPPLIES	\$ 1,409,752.00	\$ 760,637.26	\$ 649,114.74	54.0%
OTHER CHARGES	\$ 2,263.00	\$ 1,652.86	\$ 610.14	73.0%
BUILDINGS	\$ 639,000.00	\$ 266,952.32	\$ 372,047.68	41.8%
APPROPRIATION FOR CONTINGENCY	\$ 150,000.00	\$ -	\$ 150,000.00	0.0%
<b>TOTAL EXPENSE</b>	<b>\$ 4,745,225.00</b>	<b>\$ 2,647,230.31</b>	<b>\$ 2,097,994.69</b>	<b>55.8%</b>

REVENUES	BUDGET	ACTUAL	UNREALIZED	% EARN
PROPERTY TAXES	\$ 3,187,355.00	\$ 1,857,065.61	\$ 1,330,289.39	58.3%
REVENUE FROM USE	\$ 50,418.00	\$ 21,938.00	\$ 28,480.00	45.2%
INTERGOVERNMENTAL REVENUE	\$ 54,329.00	\$ 27,991.15	\$ 26,337.85	51.5%
CHARGES FOR SERVICES	\$ 629,297.00	\$ 313,538.17	\$ 315,758.83	50.5%
MISCELLANEOUS REVENUE	\$ 32,333.00	\$ 54,126.90	\$ (21,793.90)	183.3%
<b>TOTAL REVENUE</b>	<b>\$ 3,953,732.00</b>	<b>\$ 2,274,659.83</b>	<b>\$ 1,679,072.17</b>	<b>57.8%</b>

<b>CARRYOVER BALANCE</b>	<b>\$ 398,664.00</b>	<b>\$ 398,664.00</b>	<b>\$ (26,093.52)</b>	<b>100.0%</b>
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<b>OVER/UNDER</b>	<b>\$ 392,829.00</b>	<b>\$ -</b>	<b>\$ -</b>	
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YTD Budget Report  
 General Fund - 336A  
 February 2022

Fiscal Year 2021-2022  
 Period 8  
 (67% of the Year Complete)

COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
10111000 FULL-TIME WAGES	\$ 1,264,957.00	\$ 843,769.11	\$ -	\$ 421,187.89	66.7%
10112100 PART-TIME WAGES	\$ 410,000.00	\$ 231,672.36	\$ -	\$ 178,327.64	56.5%
10112400 BOARD MEMBER	\$ 6,000.00	\$ 1,500.00	\$ -	\$ 4,500.00	25.0%
10113200 TIME/ONE HALF OT	\$ 1,000.00	\$ 165.46	\$ -	\$ 834.54	16.5%
10114300 ALLOWANCES	\$ 6,000.00	\$ 4,000.00	\$ -	\$ 2,000.00	66.7%
10115200 TERMINAL PAY	\$ -	\$ 901.74	\$ -	\$ (901.74)	0.0%
10121000 RETIREMENT	\$ 432,113.00	\$ 288,328.17	\$ -	\$ 143,784.83	66.7%
10122000 OASDHI	\$ 24,374.00	\$ 14,832.89	\$ -	\$ 9,541.11	60.9%
10123000 GROUP INSURANCE	\$ 289,644.00	\$ 155,956.52	\$ -	\$ 133,687.48	53.8%
10123002 DENTAL INSURANCE	\$ 29,640.00	\$ 15,979.50	\$ -	\$ 13,660.50	53.9%
10123003 LIFE INSURANCE	\$ 252.00	\$ 142.98	\$ -	\$ 109.02	56.7%
10123004 VISION INSURANCE	\$ 435.00	\$ 299.60	\$ -	\$ 135.40	68.9%
10124100 WORKER'S COMP	\$ 63,360.00	\$ 53,508.66	\$ -	\$ 9,851.34	84.5%
10125000 UNEMPLOYMENT - ACP	\$ -	\$ 6,930.88	\$ -	\$ (6,930.88)	0.0%
10125100 STATE UNEMPLOYMEN	\$ 16,435.00	\$ -	\$ -	\$ 16,435.00	42.2%
<b>* 10 - SALARIES AND BENEFITS</b>	<b>\$ 2,544,210.00</b>	<b>\$ 1,617,987.87</b>	<b>\$ -</b>	<b>\$ 926,222.13</b>	<b>63.6%</b>
20200500 ADVERTISING	\$ 4,200.00	\$ 441.64	\$ -	\$ 3,758.36	10.5%
20202100 BOOKS/PER SVC	\$ 400.00	\$ 183.92	\$ -	\$ 216.08	46.0%
20202200 BOOKS/PER SUP	\$ 300.00	\$ -	\$ -	\$ 300.00	0.0%
20202900 BUS/CONFERENCE E	\$ 8,300.00	\$ 3,430.67	\$ -	\$ 4,869.33	41.3%
20203500 ED/TRAINING SVC	\$ 8,835.00	\$ 3,303.12	\$ -	\$ 5,531.88	37.4%
20203600 ED/TRAINING SUP	\$ 500.00	\$ -	\$ -	\$ 500.00	0.0%
20203900 EMP TRANSPORTATION	\$ 3,325.00	\$ 1,274.78	\$ -	\$ 2,050.22	38.3%
20205100 INS LIABILITY	\$ 113,750.00	\$ 109,835.29	\$ -	\$ 3,914.71	96.6%
20206100 MEMBERSHIP DUES	\$ 8,424.00	\$ 6,476.45	\$ -	\$ 1,947.55	76.9%
20206500 MICROFILM SVC	\$ 100.00	\$ 96.15	\$ -	\$ 3.85	96.2%
20206600 MICROFILM SUP	\$ 100.00	\$ 35.83	\$ -	\$ 64.17	35.8%
20207600 OFFICE SUPPLIES	\$ 6,000.00	\$ 3,018.40	\$ -	\$ 2,981.60	50.3%
20208100 POSTAL SVC	\$ 11,500.00	\$ 6,180.95	\$ -	\$ 5,319.05	53.7%
20208102 STAMPS	\$ -	\$ -	\$ -	\$ -	0.0%
20208500 PRINTING SVC	\$ 35,000.00	\$ 13,591.42	\$ -	\$ 21,408.58	38.8%
20211100 BLDG MAINT SVC	\$ 17,000.00	\$ 17,550.60	\$ -	\$ (550.60)	103.2%
20211200 BLDG MAINT SUP	\$ 7,350.00	\$ 3,172.17	\$ -	\$ 4,177.83	43.2%
20212200 CHEMICAL SUPPLIE	\$ 3,000.00	\$ 1,554.60	\$ -	\$ 1,445.40	51.8%
20213100 ELECT MAINT SVC	\$ 3,500.00	\$ -	\$ -	\$ 3,500.00	0.0%
20213200 ELECT MAINT SUP	\$ 2,300.00	\$ 16.15	\$ -	\$ 2,283.85	0.7%
20214100 LAND IMP MAINT SVC	\$ 32,000.00	\$ 17,594.01	\$ -	\$ 14,405.99	55.0%
20214200 LAND IMP MAINT SUP	\$ 36,450.00	\$ 15,311.62	\$ -	\$ 21,138.38	42.0%
20215100 MECH SYS MAINT SVC	\$ 11,100.00	\$ 14,118.83	\$ -	\$ (3,018.83)	127.2%
20215200 MECH SYS MAINT SUP	\$ 4,400.00	\$ 1,571.05	\$ -	\$ 2,828.95	35.7%
20216100 PAINTING SVC	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
20216200 PAINTING SUP	\$ 2,500.00	\$ 1,696.96	\$ -	\$ 803.04	67.9%
20216700 PLUMBING MAINT SVC	\$ 10,000.00	\$ 3,978.33	\$ -	\$ 6,021.67	39.8%
20216800 PLUMBING MAINT SUP	\$ 14,000.00	\$ 16,801.24	\$ -	\$ (2,801.24)	120.0%
20217100 RENTS/LEASES/RL	\$ 16,000.00	\$ 9,000.00	\$ -	\$ 7,000.00	56.3%
20218500 PERMIT CHARGES	\$ 1,000.00	\$ 943.25	\$ -	\$ 56.75	94.3%
20219100 ELECTRICITY	\$ 80,000.00	\$ 41,918.64	\$ -	\$ 38,081.36	52.4%
20219200 NAT GAS/LPG/FUEL	\$ 8,300.00	\$ 2,701.02	\$ -	\$ 5,598.98	32.5%
20219300 REF COLL/DISP SV	\$ 30,000.00	\$ 22,032.34	\$ -	\$ 7,967.66	73.4%



COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
20219500 SEWAGE DISP SVC	\$ 9,000.00	\$ 6,433.26	\$ -	\$ 2,566.74	71.5%
20219700 TELEPHONE SVC	\$ 59,000.00	\$ 23,638.09	\$ -	\$ 35,361.91	40.1%
20220500 AUTO MAINT SVC	\$ 7,000.00	\$ 5,832.27	\$ -	\$ 1,167.73	83.3%
20220600 AUTO MAINT SUP	\$ 2,000.00	\$ 1,296.89	\$ -	\$ 703.11	64.8%
20222600 EXPEND TOOLS	\$ 3,000.00	\$ 766.16	\$ -	\$ 2,233.84	25.5%
20222700 CELLPHONE/PAGER	\$ 10,000.00	\$ 2,048.17	\$ -	\$ 7,951.83	20.5%
20223600 FUEL/LUBRICANTS	\$ 25,750.00	\$ 14,285.29	\$ -	\$ 11,464.71	55.5%
20226200 OFFICE EQ MAINT	\$ 3,800.00	\$ 726.79	\$ -	\$ 3,073.21	19.1%
20226500 INVENTORIAL EQUIP	\$ 18,000.00	\$ 3,831.32	\$ -	\$ 14,168.68	21.3%
20227500 RENT/LEASE EQUIP	\$ 2,900.00	\$ 4,908.25	\$ -	\$ (2,008.25)	169.3%
20228100 SHOP EQ MAINT SV	\$ 500.00	\$ 220.00	\$ -	\$ 280.00	44.0%
20229100 OTHER EQ MAINT SVC	\$ 500.00	\$ 328.93	\$ -	\$ 171.07	65.8%
20229200 OTHER EQ MAINT SUP	\$ 2,600.00	\$ 1,055.65	\$ -	\$ 1,544.35	40.6%
20231300 UNIFORM ALLOW	\$ 7,197.00	\$ 7,677.84	\$ -	\$ (480.84)	106.7%
20231400 CLOTH/PERSONAL	\$ 6,000.00	\$ 3,044.06	\$ -	\$ 2,955.94	50.7%
20232100 CUSTODIAL SVC	\$ 74,700.00	\$ 52,382.90	\$ -	\$ 22,317.10	70.1%
20232200 CUSTODIAL SUP	\$ 16,000.00	\$ 14,144.91	\$ -	\$ 1,855.09	88.4%
20233100 FOOD/CATERING SV	\$ 7,500.00	\$ 517.49	\$ -	\$ 6,982.51	6.9%
20233200 FOOD/CATERING SUP	\$ 10,000.00	\$ 2,944.73	\$ -	\$ 7,055.27	29.4%
20234200 KITCHEN SUP	\$ 1,000.00	\$ 3.26	\$ -	\$ 996.74	0.3%
20244400 MEDICAL SUPPLIES	\$ 6,650.00	\$ 4,889.74	\$ -	\$ 1,760.26	73.5%
20250500 ACCOUNTING SVC	\$ 28,700.00	\$ -	\$ -	\$ 28,700.00	0.0%
20250700 ASSESSMENT COLL	\$ 50,575.00	\$ 18,596.68	\$ -	\$ 31,978.32	36.8%
20254100 PERSONNEL SVC	\$ 5,000.00	\$ 614.00	\$ -	\$ 4,386.00	12.3%
20254400 SAFETY PROGRAM	\$ -	\$ -	\$ -	\$ -	0.0%
20257100 SECURITY SVC	\$ 171,400.00	\$ 121,342.24	\$ -	\$ 50,057.76	70.8%
20259100 OTHER PROF SVC	\$ 1,200.00	\$ 6,597.26	\$ -	\$ (5,397.26)	549.8%
20281100 DATA PROCESSING SV	\$ 30,000.00	\$ 18,012.32	\$ -	\$ 11,987.68	60.0%
20281200 DATA PROCESSING SU	\$ 2,000.00	\$ 29.98	\$ -	\$ 1,970.02	1.5%
20281201 HARDWARE	\$ 2,000.00	\$ 3,781.06	\$ -	\$ (1,781.06)	189.1%
20281202 SOFTWARE	\$ 15,144.00	\$ 19,016.39	\$ -	\$ (3,872.39)	125.6%
20281304 SALES TAX	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
20283101 FEES	\$ -	\$ -	\$ -	\$ -	0.0%
20285100 RECREATIONAL SVC	\$ 270,000.00	\$ 70,982.68	\$ -	\$ 199,017.32	26.3%
20285200 RECREATIONAL SUP	\$ 19,000.00	\$ 12,613.13	\$ -	\$ 6,386.87	66.4%
20285300 RECREATIONAL PROG	\$ 50,000.00	\$ 13,116.66	\$ -	\$ 36,883.34	26.2%
20285600 SPORTS FIELD SPP	\$ -	\$ -	\$ -	\$ -	0.0%
20287800 CREDIT CARD FEES	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00	0.0%
20288000 PY EXPEND	\$ 600.00	\$ -	\$ -	\$ 600.00	0.0%
20289800 OTHER OP EXP SUP	\$ 1,200.00	\$ 411.30	\$ -	\$ 788.70	34.3%
20289900 OTHER OP EXP SVC	\$ 3,250.00	\$ 2,766.81	\$ -	\$ 483.19	85.1%
20291500 COMPASS COSTS	\$ 3,952.00	\$ 3,951.32	\$ -	\$ 0.68	100.0%
<b>* 20 - SERVICES AND SUPPLIES</b>	<b>\$ 1,409,752.00</b>	<b>\$ 760,637.26</b>	<b>\$ -</b>	<b>\$ 649,114.74</b>	<b>54.0%</b>
30345000 TAX/LIC/ASSESS	\$ 2,263.00	\$ 1,652.86	\$ -	\$ 610.14	73.0%
<b>* 30 - OTHER CHARGES</b>	<b>\$ 2,263.00</b>	<b>\$ 1,652.86</b>	<b>\$ -</b>	<b>\$ 610.14</b>	<b>73.0%</b>
42420100 BUILDINGS	\$ -	\$ -	\$ -	\$ -	0.0%
42420200 STRUCTURES	\$ 639,000.00	\$ 266,952.32	\$ -	\$ 372,047.68	41.8%
<b>* 42 - BUILDINGS</b>	<b>\$ 639,000.00</b>	<b>\$ 266,952.32</b>	<b>\$ -</b>	<b>\$ 372,047.68</b>	<b>41.8%</b>





COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
79790100 CONTINGENCY APPR	\$ 150,000.00	\$ -	\$ -	\$ 150,000.00	0.0%
<b>* 79 - APPROPRIATIONS</b>	<b>\$ 150,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 150,000.00</b>	<b>0.0%</b>
<b>** TOTAL EXPENDITURES</b>	<b>\$ 4,745,225.00</b>	<b>\$ 2,647,230.31</b>	<b>\$ -</b>	<b>\$ 2,097,994.69</b>	<b>55.8%</b>

91910100 PROP TAX CUR SEC	\$ (2,938,710.00)	\$ (1,666,456.18)	\$ -	\$ (1,272,253.82)	56.7%
91910200 PROP TAX CUR UNS	\$ (105,929.00)	\$ (104,078.86)	\$ -	\$ (1,850.14)	98.3%
91910300 PROP TAX CUR SUP	\$ (54,002.00)	\$ (27,490.80)	\$ -	\$ (26,511.20)	50.9%
91910400 PROP TAX SEC DEL	\$ (23,000.00)	\$ (21,781.56)	\$ -	\$ (1,218.44)	94.7%
91910500 PROP TAX SUP DEL	\$ (3,500.00)	\$ (3,900.91)	\$ -	\$ 400.91	111.5%
91910600 PROP TAX UNITARY	\$ (60,104.00)	\$ (31,751.72)	\$ -	\$ (28,352.28)	52.8%
91912000 PROP TAX REDEMPTIO	\$ (150.00)	\$ -	\$ -	\$ (150.00)	0.0%
91913000 PROP TAX PR UNSE	\$ (1,500.00)	\$ (1,113.15)	\$ -	\$ (386.85)	74.2%
91914000 PROP TAX PENALTY	\$ (460.00)	\$ (492.43)	\$ -	\$ 32.43	107.1%
<b>* 91 - TAXES</b>	<b>\$ (3,187,355.00)</b>	<b>\$ (1,857,065.61)</b>	<b>\$ -</b>	<b>\$ (1,330,289.39)</b>	<b>58.3%</b>
94941000 INTEREST INCOME	\$ (10,418.00)	\$ (3,251.00)	\$ -	\$ (7,167.00)	31.2%
94942900 BLDG RENTAL	\$ (40,000.00)	\$ (18,687.00)	\$ (875.00)	\$ (20,438.00)	48.9%
<b>* 94 - REVENUE FROM USE</b>	<b>\$ (50,418.00)</b>	<b>\$ (21,938.00)</b>	<b>\$ (875.00)</b>	<b>\$ (27,605.00)</b>	<b>45.2%</b>
95952200 HOME PROP TAX	\$ (25,829.00)	\$ (12,795.54)	\$ -	\$ (13,033.46)	98.2%
95953200 AID CO FUNDS	\$ (27,500.00)	\$ -	\$ -	\$ (27,500.00)	0.0%
95956900 STATE AID OTHER	\$ (1,000.00)	\$ (11,229.48)	\$ -	\$ 10,229.48	1122.9%
95959700 FEDERAL TAX CRED	\$ -	\$ (3,966.13)	\$ -	\$ 3,966.13	0
<b>* 95 - INTERGOV REVENUE</b>	<b>\$ (54,329.00)</b>	<b>\$ (27,991.15)</b>	<b>\$ -</b>	<b>\$ (26,337.85)</b>	<b>51.5%</b>
96964600 RECREATION SVC	\$ (595,000.00)	\$ (304,707.51)	\$ (4,060.20)	\$ (286,232.29)	51.9%
96969000 LEASE PROP USE	\$ (34,297.00)	\$ (8,830.66)	\$ -	\$ (25,466.34)	25.7%
<b>* 96 - CHARGES FOR SERVICES</b>	<b>\$ (629,297.00)</b>	<b>\$ (313,538.17)</b>	<b>\$ (4,060.20)</b>	<b>\$ (311,698.63)</b>	<b>50.5%</b>
97971000 CASH OVERRAGES	\$ -	\$ -	\$ -	\$ -	0
97973000 DONATIONS	\$ (10,000.00)	\$ (2,925.17)	\$ (299.30)	\$ (6,775.53)	32.2%
97974000 INSURANCE PROCEEDS	\$ (10,790.00)	\$ (7,251.00)	\$ -	\$ (3,539.00)	67.2%
97979000 MISC. OTHER	\$ (11,543.00)	\$ (43,950.73)	\$ (4,836.05)	\$ 37,243.78	422.7%
<b>* 97 - MISC REVENUE</b>	<b>\$ (32,333.00)</b>	<b>\$ (54,126.90)</b>	<b>\$ (5,135.35)</b>	<b>\$ 26,929.25</b>	<b>183.3%</b>
<b>** TOTAL REVENUES</b>	<b>\$ (3,953,732.00)</b>	<b>\$ (2,274,659.83)</b>	<b>\$ (10,070.55)</b>	<b>\$ (1,669,001.62)</b>	<b>57.8%</b>

<b>*** GRAND TOTAL</b>	<b>\$ 791,493.00</b>	<b>\$ 372,570.48</b>	<b>\$ (10,070.55)</b>	<b>\$ 428,993.07</b>	<b>45.8%</b>
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Monthly Billing Report  
 General Fund - 336A  
 February 2022

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POSTING DATE	AMOUNT	ITEM	VENDOR
2/1/2022	\$ 275.00	Precision Cleaning-L	PRECISION CLEANING SYSTEMS
2/1/2022	\$ 252.20	Precision Cleaning-P	PRECISION CLEANING SYSTEMS
2/1/2022	\$ 1,741.02	WEX-Fuel/Gas-Jan 202	WEX BANK
2/1/2022	\$ 168.00	Livescan-Fingerprint	COUNTY OF SACRAMENTO
2/1/2022	\$ 712.50	NDA-Inv 83553-Extra	NETWORK DESIGN ASSOC INC
2/1/2022	\$ 1,429.00	NDA-Inv 83428-Monthl	NETWORK DESIGN ASSOC INC
2/1/2022	\$ 224.00	BABY BALLET JAN 202	ALISON LLOYD
2/2/2022	\$ 126.00	ESTEY-TAP CLASSES-JA	MONICA ESTEY
2/2/2022	\$ 705.00	WEISS-BAND MEMBER-DA	DOUG WEISS
2/11/2022	\$ 23.99	DANIEL-SAC BEE SUBSC	US BANK CORPORATE PAYMENT
2/11/2022	\$ 599.00	DEBRA-SHAW LAW GROUP	US BANK CORPORATE PAYMENT
2/11/2022	\$ 175.00	DEBRA-CSDA-BOARD MEM	US BANK CORPORATE PAYMENT
2/11/2022	\$ 14.63	C. Rhea-Mileage-Jan	CHRISTINA RHEA
2/11/2022	\$ 102.28	Hub International In	HUB INTERNATIONAL INSURANC
2/11/2022	\$ 65.00	DANNY-NRPA MEMBERSHI	US BANK CORPORATE PAYMENT
2/11/2022	\$ 25.32	DAN-1AND1-MOTOROLA C	US BANK CORPORATE PAYMENT
2/11/2022	\$ 149.00	DEBRA-SAHRA-MEMBERSH	US BANK CORPORATE PAYMENT
2/11/2022	\$ 128.22	NICOLE F-AMAZON PRIM	US BANK CORPORATE PAYMENT
2/11/2022	\$ 63.43	CHRIS-AMAZON-INK FOR	US BANK CORPORATE PAYMENT
2/11/2022	\$ 25.82	BRANDON-TARGET-OFFIC	US BANK CORPORATE PAYMENT
2/11/2022	\$ 51.73	BRANDON-TARGET-OFFIC	US BANK CORPORATE PAYMENT
2/11/2022	\$ 90.05	NICOLE P-OFFICESUPPL	US BANK CORPORATE PAYMENT
2/11/2022	\$ 1.16	DARREN-USPS-POSTAGE	US BANK CORPORATE PAYMENT
2/11/2022	\$ 234.00	DARREN-SAC METRO FIR	US BANK CORPORATE PAYMENT
2/11/2022	\$ 80.93	CHRIS-EMIGH-PAINT SU	US BANK CORPORATE PAYMENT
2/11/2022	\$ 36.58	CHRIS-EMIGH-LYSOL &	US BANK CORPORATE PAYMENT
2/11/2022	\$ 96.46	CHRIS-AMAZON-HAND SO	US BANK CORPORATE PAYMENT
2/11/2022	\$ 12.04	CHRIS-HOME DEPOT-WIN	US BANK CORPORATE PAYMENT
2/11/2022	\$ 32.31	CHRIS-AMAZON-SIGN FO	US BANK CORPORATE PAYMENT
2/11/2022	\$ 154.69	JR-EMIGH-GARBAGE DIS	US BANK CORPORATE PAYMENT
2/11/2022	\$ 25.86	CHRIS-J&J LOCKSMITH-	US BANK CORPORATE PAYMENT
2/11/2022	\$ 45.15	CHRIS-J&J LOCKSMITH-	US BANK CORPORATE PAYMENT
2/11/2022	\$ 86.12	Emigh-Inv 956946-Pli	EMIGH HARDWARE CO INC
2/11/2022	\$ 33.14	Emigh-Inv 957050-Riv	EMIGH HARDWARE CO INC
2/11/2022	\$ 35.53	CHRIS-EMIGH-ANT KILL	US BANK CORPORATE PAYMENT
2/11/2022	\$ 16.15	CHRIS-EMIGH-POWER CO	US BANK CORPORATE PAYMENT
2/11/2022	\$ 75.00	DARREN-EARTHWISE-PES	US BANK CORPORATE PAYMENT
2/11/2022	\$ 3,200.00	Delta Tree Service-T	DELTA TREE SERVICE
2/11/2022	\$ 357.27	CHRIS-THE LOCK PEOPL	US BANK CORPORATE PAYMENT
2/11/2022	\$ 207.54	FRANCISCO-HARBOR FRE	US BANK CORPORATE PAYMENT
2/11/2022	\$ 167.95	FRANCISCO-HARBOR FRE	US BANK CORPORATE PAYMENT
2/11/2022	\$ 55.71	Emigh-Inv 957257-PVC	EMIGH HARDWARE CO INC
2/11/2022	\$ 86.16	Home Depot-Inv 90141	HOME DEPOT
2/11/2022	\$ 236.54	Home Depot-Inv 70422	HOME DEPOT
2/11/2022	\$ 687.94	Davebang Assoc Inc-C	DAVE BANG ASSOCIATES INC O
2/11/2022	\$ 1,743.56	Davebang Assoc Inc-I	DAVE BANG ASSOCIATES INC O
2/11/2022	\$ 1,947.47	Davebang Assoc Inc-I	DAVE BANG ASSOCIATES INC O
2/11/2022	\$ 837.00	IES-HVAC Services-Bo	FAMAND INC
2/11/2022	\$ 111.26	DAN-EMIGH-STORAGE BO	US BANK CORPORATE PAYMENT



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POSTING DATE	AMOUNT	ITEM	VENDOR
2/11/2022	\$ 99.23	DAN-HOME DEPOT-FREEZ	US BANK CORPORATE PAYMENT
2/11/2022	\$ 9.67	DAN-HOME DEPOT-WIRE	US BANK CORPORATE PAYMENT
2/11/2022	\$ 190.72	DAN-ECOFOIL-INSULLAT	US BANK CORPORATE PAYMENT
2/11/2022	\$ 632.10	DAN-SPRINKLER SRVC &	US BANK CORPORATE PAYMENT
2/11/2022	\$ 555.00	DAN-SPRINKLER SRVC &	US BANK CORPORATE PAYMENT
2/11/2022	\$ 115.37	DAN-NORMAC-TORO T7 H	US BANK CORPORATE PAYMENT
2/11/2022	\$ 74.00	DAN-HOME DEPOT-SUPPL	US BANK CORPORATE PAYMENT
2/11/2022	\$ 124.08	Home Depot-Inv 25143	HOME DEPOT
2/11/2022	\$ 3,000.00	Lutheran Church-Rent	LUTHERAN CHURCH OF OUR RED
2/11/2022	\$ 5,701.87	DARREN-SMUD	US BANK CORPORATE PAYMENT
2/11/2022	\$ 381.21	DARREN-PG&E-GAS 2350	US BANK CORPORATE PAYMENT
2/11/2022	\$ 100.55	DARREN-PG&E-GAS FOR	US BANK CORPORATE PAYMENT
2/11/2022	\$ 142.57	DARREN-PG&E-GAS FOR	US BANK CORPORATE PAYMENT
2/11/2022	\$ 1,441.46	DARREN-PG&E-GAS FOR	US BANK CORPORATE PAYMENT
2/11/2022	\$ 1,138.52	DARREN-REPUBLIC SERV	US BANK CORPORATE PAYMENT
2/11/2022	\$ 355.02	DARREN-REPUBLIC SERV	US BANK CORPORATE PAYMENT
2/11/2022	\$ 328.71	DARREN-REPUBLIC SERV	US BANK CORPORATE PAYMENT
2/11/2022	\$ 1,007.93	DARREN-REPUBLIC SERV	US BANK CORPORATE PAYMENT
2/11/2022	\$ 80.48	DARREN-ALLSTREAM-TEL	US BANK CORPORATE PAYMENT
2/11/2022	\$ 4,685.98	DARREN-CONSOLIDATED	US BANK CORPORATE PAYMENT
2/11/2022	\$ 154.22	DARREN-OK TIRE-AUTO	US BANK CORPORATE PAYMENT
2/11/2022	\$ 96.12	FRANCISCO-O'REILLY A	US BANK CORPORATE PAYMENT
2/11/2022	\$ 82.88	DAN-EMIGH-STORAGE BO	US BANK CORPORATE PAYMENT
2/11/2022	\$ 442.36	DARREN-TMOBILE-CELLP	US BANK CORPORATE PAYMENT
2/11/2022	\$ 40.00	D. Piper-Cellphone	DANIEL V PIPER
2/11/2022	\$ 120.00	D.Woodland-Cellphone	DARREN WOODLAND
2/11/2022	\$ 665.41	CHRIS-AHERN RENTALS-	US BANK CORPORATE PAYMENT
2/11/2022	\$ (501.33)	CHRIS-AHERN RENTALS-	US BANK CORPORATE PAYMENT
2/11/2022	\$ 112.00	DARREN-MISSION LINEN	US BANK CORPORATE PAYMENT
2/11/2022	\$ 160.42	FRANCISCO-AMAZON-12	US BANK CORPORATE PAYMENT
2/11/2022	\$ 86.19	CHRIS-AMAZON-PAPER TOWELS	US BANK CORPORATE PAYMENT
2/11/2022	\$ 343.52	DARREN-MISSION LINEN	US BANK CORPORATE PAYMENT
2/11/2022	\$ 258.57	JR-AMAZON-PPE-N95 MASKS	US BANK CORPORATE PAYMENT
2/11/2022	\$ 323.22	JR-AMAZON-PPE	US BANK CORPORATE PAYMENT
2/11/2022	\$ 29.09	Home Depot-Inv 70422	HOME DEPOT
2/11/2022	\$ 64.00	DOJ-Fingerprints-Jan	STATE OF CALIFORNIA
2/11/2022	\$ 1,882.98	Sac Co Sheriff Off D	SACRAMENTO COUNTY SHERIFF'
2/11/2022	\$ 16,120.00	FEC-Security Service	FULTON-EL CAMINO REC & PAR
2/11/2022	\$ 6,240.00	FEC-Security Service	FULTON-EL CAMINO REC & PAR
2/11/2022	\$ 120.00	SE Technologies-Inv	S E TECHNOLOGIES INC
2/11/2022	\$ 135.00	SE Technologies-Inv	S E TECHNOLOGIES INC
2/11/2022	\$ 120.00	SE Technologies-Inv	S E TECHNOLOGIES INC
2/11/2022	\$ 135.00	SE Technologies-Inv	S E TECHNOLOGIES INC
2/11/2022	\$ 120.00	SE Technologies-Inv	S E TECHNOLOGIES INC
2/11/2022	\$ 135.00	SE Technologies-Inv	S E TECHNOLOGIES INC
2/11/2022	\$ 165.00	SE Technologies-Inv	S E TECHNOLOGIES INC
2/11/2022	\$ 96.00	DARREN-EXPRESS EMPLOY	US BANK CORPORATE PAYMENT
2/11/2022	\$ 48.00	DARREN-EXPRESS EMPLO	US BANK CORPORATE PAYMENT
2/11/2022	\$ 84.00	DARREN-EXPRESS EMPLO	US BANK CORPORATE PAYMENT



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POSTING DATE	AMOUNT	ITEM	VENDOR
2/11/2022	\$ 193.44	DARREN-EXPRESS EMPLO	US BANK CORPORATE PAYMENT
2/11/2022	\$ 40.93	JILL-STAPLES-WIRELES	US BANK CORPORATE PAYMENT
2/11/2022	\$ 961.06	JR-BEST BUY-MONITORS	US BANK CORPORATE PAYMENT
2/11/2022	\$ 2,193.66	JR-BEST BUY-NEW LAPT	US BANK CORPORATE PAYMENT
2/11/2022	\$ 160.00	JR-MICROSOFT OFFICE	US BANK CORPORATE PAYMENT
2/11/2022	\$ 200.00	DEBRA-STREAMLINE-WEB	US BANK CORPORATE PAYMENT
2/11/2022	\$ 14.99	DEBRA-ADOBE-SOFTWARE	US BANK CORPORATE PAYMENT
2/11/2022	\$ 95.00	NICOLE F-CONSTANT CO	US BANK CORPORATE PAYMENT
2/11/2022	\$ 99.00	JR-MICROSOFT OFFICE	US BANK CORPORATE PAYMENT
2/11/2022	\$ 99.00	JR-MICROSOFT OFFICE	US BANK CORPORATE PAYMENT
2/11/2022	\$ 30.00	NICOLE F-WHEN I WORK	US BANK CORPORATE PAYMENT
2/11/2022	\$ 14.99	NICOLE F-ADOBE-PRO S	US BANK CORPORATE PAYMENT
2/11/2022	\$ 140.00	R. SMITH-TAI CHI-JAN	RAPHAEL SMITH
2/11/2022	\$ 52.83	NICOLE F-AMAZON-JERS	US BANK CORPORATE PAYMENT
2/11/2022	\$ (52.83)	NICOLE F-AMAZON-JERS	US BANK CORPORATE PAYMENT
2/11/2022	\$ 7.69	NICOLE F-WALMART-JER	US BANK CORPORATE PAYMENT
2/11/2022	\$ (7.10)	NICOLE F-AMAZON-RETU	US BANK CORPORATE PAYMENT
2/11/2022	\$ (9.51)	NICOLE F-AMAZON-RETU	US BANK CORPORATE PAYMENT
2/11/2022	\$ 42.84	BRANDON-WALMART-CLEA	US BANK CORPORATE PAYMENT
2/11/2022	\$ 72.13	BRANDON-WALMART-CAMP	US BANK CORPORATE PAYMENT
2/11/2022	\$ 11.59	BRANDON-MICHAELS-SUP	US BANK CORPORATE PAYMENT
2/11/2022	\$ 168.05	NICOLE F-MICHAELS-VI	US BANK CORPORATE PAYMENT
2/11/2022	\$ 106.04	BRANDON-MICHAELS-CAM	US BANK CORPORATE PAYMENT
2/11/2022	\$ 32.31	BRANDON-OFFICE DEPOT	US BANK CORPORATE PAYMENT
2/11/2022	\$ 13.82	BRANDON-HOME DEPOT-C	US BANK CORPORATE PAYMENT
2/11/2022	\$ 25.92	BRANDON-TARGET-CAMP	US BANK CORPORATE PAYMENT
2/11/2022	\$ 32.89	NANCY-TARGET-COTTON	US BANK CORPORATE PAYMENT
2/11/2022	\$ 144.66	RODNEY-SAMS CLUB-NEW	US BANK CORPORATE PAYMENT
2/11/2022	\$ (15.09)	DEBRA-WALMART-RETURN	US BANK CORPORATE PAYMENT
2/11/2022	\$ 52.37	DEBRA-WALMART-GROCER	US BANK CORPORATE PAYMENT
2/11/2022	\$ 41.69	SHAYNE-AMAZON-DIGITA	US BANK CORPORATE PAYMENT
2/11/2022	\$ 160.00	DARREN-EXPRESS EMPLO	US BANK CORPORATE PAYMENT
2/11/2022	\$ 80.00	DARREN-EXPRESS EMPLO	US BANK CORPORATE PAYMENT
2/11/2022	\$ 140.00	DARREN-EXPRESS EMPLO	US BANK CORPORATE PAYMENT
2/11/2022	\$ 322.40	DARREN-EXPRESS EMPLO	US BANK CORPORATE PAYMENT
2/14/2022	\$ 35.10	J. Bailey-Mileage-Jan	JILL BAILEY
2/14/2022	\$ 110.70	County of Sac-Refuse	COUNTY OF SACRAMENTO
2/14/2022	\$ 417.00	CIT-Copier Lease-Feb	C I T TECHNOLOGY FIN SERV
2/14/2022	\$ 6,100.00	City Wide Maint-Janitorial	SCOTT WATERS
2/14/2022	\$ 1,016.99	City Wide Maint-Janitorial	SCOTT WATERS
2/14/2022	\$ 350.00	R. SMITH-TAI CHI-JAN	RAPHAEL SMITH
2/14/2022	\$ 234.50	W. SWAYNE-LINE DANCE	WILLIAM SWAYNE
2/14/2022	\$ 1,340.00	A. DAMORE-FITNESS CL	ANTHEA DAMORE
2/14/2022	\$ 456.00	K. WHEELER-MEMOIR CL	KELLI WHEELER
2/14/2022	\$ 420.00	T. EATON-CHAIR YOGA-	TONI EATON
2/14/2022	\$ 476.00	L. WAGNER-YOGA-JAN 2	LINDA WAGNER
2/14/2022	\$ 210.00	W. HORN-BAND MEMBER	WESLEY HORN
2/16/2022	\$ 78.75	A. GINTER-BAND MEMBE	ALAN GINTER



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POSTING DATE	AMOUNT	ITEM	VENDOR
2/16/2022	\$ 78.75	S. READ-BAND MEMBER-	C STANLEY READ JR
2/16/2022	\$ 78.75	M. HOOVER-BAND MEMBER	MICHAEL HOOVER
2/16/2022	\$ 78.75	K. MEYERS-BAND MEMBER	KENNETH MEYERS
2/23/2022	\$ 66.81	R. Ballis-Mileage-Oct	RIVA BALLIS
2/23/2022	\$ 106.90	R. Ballis-Mileage-Sept	RIVA BALLIS
2/23/2022	\$ 258.74	Cintas-Eye Wash Statation	CINTAS CORPORATION NO 2
2/23/2022	\$ 1,600.00	Roto-Rooter-Sewage B	NORCAL ROTOCO INC
2/23/2022	\$ 113.70	Sac Co Util-Sewage-G	COUNTY OF SACRAMENTO
2/23/2022	\$ 392.27	Sac Co Util-Sewage-G	COUNTY OF SACRAMENTO
2/23/2022	\$ 231.48	Sac Co Util-Sewage-D	COUNTY OF SACRAMENTO
2/23/2022	\$ 419.96	Waxie-Cleaning Supply	WAXIES ENTERPRISES INC
2/23/2022	\$ 84.00	Sac Co Sheriff-Fingerprints	COUNTY OF SACRAMENTO
2/23/2022	\$ 5,615.00	NDA-Fortinet-IPS-Web	NETWORK DESIGN ASSOC INC
2/23/2022	\$ 450.00	NDA-Service Consult-	NETWORK DESIGN ASSOC INC
2/23/2022	\$ 1,382.00	NDA-Monthly Srvc-Jan	NETWORK DESIGN ASSOC INC
2/23/2022	\$ 259.01	HolidayGOO-Plastic E	HOLIDAYGOO INC
2/25/2022	\$ 50.29	J. Hichborn-Mileage-	JASON HICHBORN
2/25/2022	\$ 31.70	R. Ballis-Mileage-De	RIVA BALLIS
2/25/2022	\$ (275.00)	Precision Cleaning-L	PRECISION CLEANING SYSTEMS
2/25/2022	\$ (252.20)	Precision Cleaning-P	PRECISION CLEANING SYSTEMS
2/25/2022	\$ 40.00	E. Lippold-Cellphone	ELIZABETH LIPPOLD
2/25/2022	\$ 75.40	N. Nelson-Reimburse	NANCY NELSON

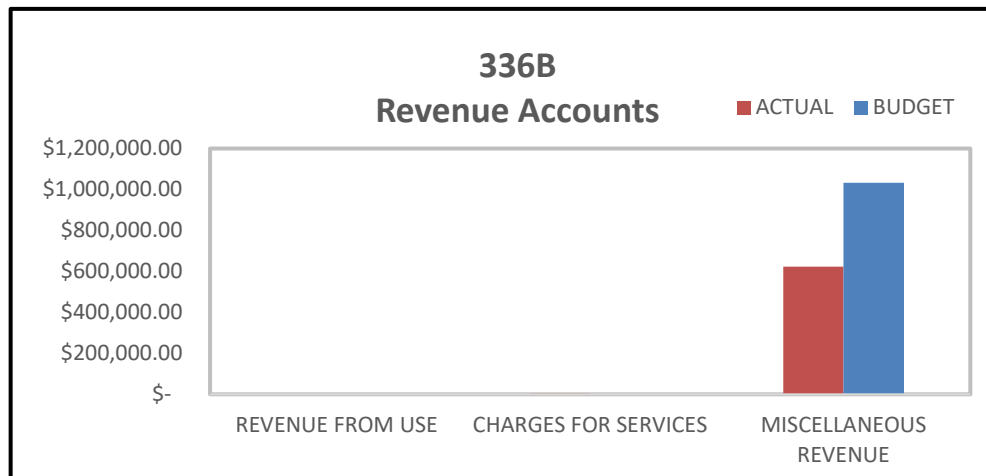
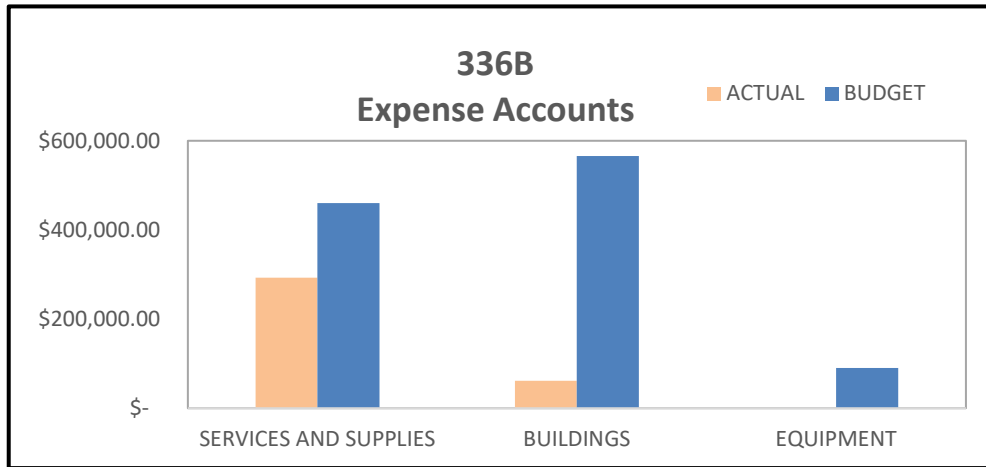


ASSESSMENT FUND - 336B				
EXPENSES	BUDGET	ACTUAL	AVAILABLE	% USED
SERVICES AND SUPPLIES	\$ 460,000.00	\$ 292,517.13	\$ 167,482.87	63.6%
BUILDINGS	\$ 565,500.00	\$ 61,729.45	\$ 503,770.55	10.9%
EQUIPMENT	\$ 90,000.00	\$ -	\$ 90,000.00	0.0%
<b>TOTAL EXPENSE</b>	<b>\$ 1,115,500.00</b>	<b>\$ 354,246.58</b>	<b>\$ 761,253.42</b>	<b>31.8%</b>

REVENUES	BUDGET	ACTUAL	AVAILABLE	% EARN
REVENUE FROM USE	\$ 100.00	\$ 463.00	\$ 363.00	463.0%
CHARGES FOR SERVICES	\$ -	\$ 4,243.60	\$ 4,243.60	0.0%
MISCELLANEOUS REVENUE	\$ 1,032,486.00	\$ 622,788.96	\$ 409,697.04	60.3%
<b>TOTAL REVENUE</b>	<b>\$ 1,032,586.00</b>	<b>\$ 627,495.56</b>	<b>\$ 414,303.64</b>	<b>60.8%</b>

<b>CARRYOVER BALANCE</b>	<b>\$ 67,554.00</b>	<b>\$ 67,554.00</b>	<b>\$ (340,802.98)</b>	<b>100.0%</b>
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<b>OVER/UNDER</b>	<b>\$ 15,360.00</b>	<b>\$ -</b>	<b>\$ -</b>	
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YTD Budget Report  
 Assessment Fund - 336B  
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COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
20210300 AGRI/HORT SVC	\$ 265,000.00	\$ 164,852.23	\$ -	\$ 100,147.77	62.2%
20210400 AGRI/HORT SUP	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	0.0%
20219800 WATER	\$ 175,000.00	\$ 124,177.40	\$ -	\$ 50,822.60	71.0%
20252500 ENGINEERING SVC	\$ 15,000.00	\$ 3,487.50	\$ -	\$ 11,512.50	23.3%
<b>* 20 - SERVICES AND SUPPLIES</b>	<b>\$ 460,000.00</b>	<b>\$ 292,517.13</b>	<b>\$ -</b>	<b>\$ 167,482.87</b>	<b>63.6%</b>
42420100 BUILDINGS	\$ 470,000.00	\$ 43,063.45	\$ -	\$ 426,936.55	9.2%
42420200 STRUCTURES	\$ 95,500.00	\$ 18,666.00	\$ -	\$ 76,834.00	19.5%
<b>* 42 - BUILDINGS</b>	<b>\$ 565,500.00</b>	<b>\$ 61,729.45</b>	<b>\$ -</b>	<b>\$ 503,770.55</b>	<b>10.9%</b>
43430100 EQUIPMENT-GOV'T	\$ 90,000.00	\$ -	\$ -	\$ 90,000.00	0.0%
<b>* 43 - EQUIPMENT</b>	<b>\$ 90,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 90,000.00</b>	<b>0.0%</b>
<b>** TOTAL EXPENDITURES</b>	<b>\$ 1,115,500.00</b>	<b>\$ 354,246.58</b>	<b>\$ -</b>	<b>\$ 761,253.42</b>	<b>31.8%</b>

COMMITMENT ITEM	BUDGET	ACTUAL	PENDING	AVAILABLE	% USED
94941000 INTEREST INCOME	\$ (100.00)	\$ (463.00)	\$ -	\$ 363.00	463.0%
<b>* 94 - REVENUE FROM USE</b>	<b>\$ (100.00)</b>	<b>\$ (463.00)</b>	<b>\$ -</b>	<b>\$ 363.00</b>	<b>463.0%</b>
96969000 LEASE PROP USE	\$ -	\$ (4,243.60)	\$ -	\$ 4,243.60	0.0%
<b>* 96 - CHARGES FOR SERVICES</b>	<b>\$ -</b>	<b>\$ (4,243.60)</b>	<b>\$ -</b>	<b>\$ 4,243.60</b>	<b>0.0%</b>
97976200 ASSESSMENT FEES	\$ (1,032,486.00)	\$ (622,788.96)	\$ -	\$ (409,697.04)	60.3%
<b>* 97 - MISC REVENUE</b>	<b>\$ (1,032,486.00)</b>	<b>\$ (622,788.96)</b>	<b>\$ -</b>	<b>\$ (409,697.04)</b>	<b>60.3%</b>
<b>** TOTAL REVENUES</b>	<b>\$ (1,032,586.00)</b>	<b>\$ (622,495.56)</b>	<b>\$ -</b>	<b>\$ (405,090.44)</b>	<b>60.8%</b>

<b>*** GRAND TOTAL</b>	<b>\$ 82,914.00</b>	<b>\$ (273,248.98)</b>	<b>\$ -</b>	<b>\$ 356,162.98</b>	<b>-329.6%</b>
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Monthly Billing Report  
 Assessment Fund - 336B  
 February 2022

Fiscal Year 2021-2022  
 Period 8  
 (67% of the Year Complete)

POSTING DATE	AMOUNT	ITEM	VENDOR
2/11/2022	\$ 19,120.00	Emerald Green Landsc	EMERALD GREEN LANDSCAPE
2/11/2022	\$ 567.46	DAN-SSWD-ASHTON	US BANK
2/11/2022	\$ 560.19	DAN-SSWD-EASTERN OAK	US BANK
2/11/2022	\$ 216.16	DAN-SSWD-WINDERMERE	US BANK
2/11/2022	\$ 942.87	DAN-SSWD-SWANSTON	US BANK
2/11/2022	\$ 116.72	DAN-SSWD-HAZELWOOD G	US BANK
2/11/2022	\$ 75.75	DAN-SSWD-FIRE STATIO	US BANK
2/11/2022	\$ 216.16	DAN-SSWD-COWAN ELEME	US BANK
2/11/2022	\$ 432.12	DAN-SSWD-VALLEY OAK	US BANK
2/11/2022	\$ 479.24	DAN-SSWD-MISSION NOR	US BANK
2/11/2022	\$ (88.17)	DAN-SSWD-REFUND FOR	US BANK
2/11/2022	\$ (569.87)	DAN-SSWD-REFUND FOR	US BANK
2/11/2022	\$ (227.20)	DAN-SSWD-REFUND FOR	US BANK
2/11/2022	\$ 88.17	DAN-SSWD-GIBBONS PAR	US BANK
2/11/2022	\$ 88.17	DAN-SSWD-GIBBONS PAR	US BANK
2/11/2022	\$ 569.87	DAN-SSWD-GIBBONS SOU	US BANK
2/11/2022	\$ 227.20	DAN-SSWD-MOCC	US BANK
2/11/2022	\$ 294.32	DAN-CWD-SHELFIELD	US BANK
2/11/2022	\$ 256.16	DAN-CWD-MADDOX	US BANK

## STAFF REPORT



DATE: April 7, 2022

TO: MORPD Advisory Board of Directors

FROM: Debra Tierney, Administrative Services Manager  
Darren Woodland, Finance Manager

SUBJECT: Administrative Division Report.

With the new Recreation Guide arriving in mailboxes and summer camp registration opening, our staff has been busy adding programs to Sportsman, our registration software, and answering inquiries about available programs. Community Center staff has been busy with rental space inquiries and conducting tours of facilities. Shayne has been busy with website updates and changes, and I have been training Christina how to complete the State Controllers Report, which reports wages each April.

After the Advisory Board reviewed and passed the FY 2022-2023 preliminary budgets, I met with Maggie Le from the County of Sacramento to finish the budget submission process. My next task was to meet with Ed Espinosa from Francisco & Associates to begin preparation on the engineer's report. Another high priority task has been to complete the 2019 financial audit. I met with Jimmy Bhakta from Harshwal & Co. We have worked together to locate the remaining items needed to complete the audit. This should be done in the next couple of weeks.

### **UPCOMING ADVISORY BOARD TRAINING AVAILABLE:**

1. A one-day, two-hour webinar on *Reserve Policies for Special Districts*, on April 12, 2022, 10 am-noon. This is a free webinar offered by California Special Districts Association.



## STAFF REPORT



DATE: April 7, 2022

TO: MORPD Advisory Board of Directors

FROM: Rodney Dahlberg and Danny Curtola, Recreation Managers

SUBJECT: Recreation Division Report.

### **NEW EVENTS, PARTNERSHIPS AND UPCOMING PROGRAMS:**

- **New/Upcoming Programs-** Free Vaccine Clinics at Swanston (Supervisor Rich Desmond, Lao Family Center and UC Davis), Teen Babysitting and CPR, Rattlesnake Avoidance for Dogs, Successful Writing Skills Class, and adult Cheerleading Class.
- **Summer Program Update-** Summer Camp planning is underway. Mission Oaks runs four main summer days camps for over 400 youth, along with a Leader in Training program for teens at each site. Additionally, we run summer preschool and contracted sport camps. This year we are adding Chess Wizards Chess Camp, and Intellibricks/Lego Robotics camps at our partner location (Acton Placer Academy). Lastly, we are working to add a partnership program with the Academy Learning Center to offer **Erase Pandemic Learning Loss** programs at our community centers this summer, which focus on tutoring and education to get kids/teens caught up after the pandemic.
- **GOAT Project-** GOAT is finishing a park improvement project at Swanston Park currently. The next session will be a mural project, also at Swanston. As we move into Spring/Summer, the Recreation team is adding two sessions where teens work with our special event staff to plan and run Easter, Kids Carnival, and 4<sup>th</sup> of July Fireworks to further expand their work experience. This program remains very popular and usually fills quickly.
- **Field Rentals (Sports)-** Our parks and fields are filling up with user groups. We currently have 10 user groups renting our fields for sports including soccer (youth and adult), baseball, and Lacrosse.
- **Elementary and Intermediate Sports-** Elementary Track will begin May 2 at Cowan, Del Dayo, Del Paso Manor, Mission Ave., Mariemont, and Sierra Oaks. We have over 130 participants registered for the program at this time.
- **El Camino Football-** 26 teens are participating in weight training, football skills and drills training, and conditioning. Teens do not have to plan on attending El Camino or playing football to attend this program.
- **Sacramento County Therapeutic Recreation-** Sacramento RT held a Bunco Night and St. Patrick's Day dinner on March 16<sup>th</sup> at the Mission Oaks Community Center.
- **Special Events-** The Mutual Assistance Network collaborated with us to run a Community Baby Shower at the Swanston Center on Friday, March 18. This free event

had games, activities and special treats for expecting moms like massages. There was information given out on safe sleep and baby carrying systems, and much more.

• **Upcoming Services/Special Events-**

- Easter Blast will be held at Swanston Park on Saturday, April 16.
- Earth Day Lunch will be on April 27 at Mission Oaks Community Center. This free event is sponsored by Anthem Blue Cross, Summerset Senior Living, Absolute Compassion Hospice, Indecare In-Home Care and Assurance Home Care.
- College Resource Fair April 28 at Gibbons Park from 1-5pm co-sponsored by Marconi Learning Center/Paseo Grande High School. This event will include 15 College representatives, a food truck, music, and face painting.
- Senior Resource Fair will be held at Mission Oaks Community Center on Wednesday, May 25. This free event is sponsored by Aegis Living Carmichael and Oakmont of Carmichael.
- Carmichael Fireworks Show (Partnership)- Saturday, July 2

- **Seasonal Break Camps-** Spring Break Camp runs April 11-15 at Swanston Community Center and we are expecting 40-50 kids.

**CURRENT IN-PERSON ACTIVITIES/SERVICES:**

- Elementary Sports (Girls Basketball).
- Intermediate (Middle School Boys Basketball).
- Futsal Factory.
- Soccer Shots.
- Dodgeball Club for teens and adults runs Saturdays at EOP (15-20 people).
- Vinyl/Art Design for teens at Swanston had 8 enrolled in the last session.
- Health Education Council/SHOP Intervention at SCC started in February.
- Shotokan Karate at SCC has 20 teens enrolled.
- Kids Love Soccer at Shelfield Park currently has 76 youth enrolled.
- Ping Pong Club (adults) is full every day at 15-20 participants.
- After School program at Swanston is running a REC Club and Lego Builders Club.
- Pickleball classes are full with 16 participants.
- Jazzercise class is running four days per week in the morning at SCC and has approximately 16-18 participants in each class.
- Tai Chi is held at both centers and has two classes of 6 participants total.
- Chinese Boxing for teens and adults has 2 participants.
- Yoga has 12 participants.
- Line Dance has 27 participants.
- Tap Fit Beginning/Intermediate & Advanced have 15 participants total.
- Evening Tap Beginning & Intermediate have 4 participants total.
- Adult Ballet has 3 participants.
- Chair Yoga is held at both centers and has three classes of 43 participants total.
- Ballroom Dance class has 4 participants.
- Restorative Yoga will return in May.
- Jewelry Making has 3 participants.
- Jacki's Dance Fitness has 6 participants.
- Argentine Tango has 33 participants.

- Zumba has 34 participants.
- Fun Fit For All has 15 participants. This is a hybrid class and also has virtual students.
- Strength & Conditioning has 5 participants. This is a hybrid class and also has virtual students.
- iPhone Workshop has 7 participants.
- Tennis classes taught by Peter Haddow. There are three classes with 27 students total.
- Tennis Lessons are also offered by tennis Pro, Devin Knox, at Swanston and Sierra Oaks.
- Preschool: Kare Bears is full with 21 children and Teddy Bears is full with 15 children.
- Baby and Pre-Ballet (18 months-6 years) have 18 students.
- Tuesday and Friday dances continue to average 130 dancers per week. Anthem Blue Cross sponsored a refreshments table for the dance on March 15<sup>th</sup>.
- CHP Age Well Drive Smart safe driving classes average 15-20 participants per class.
- CHP Start Smart safe driving classes for teens average 10-15 participants per class.
- Paint and Sip class will be held March 11, we have had three very successful classes so far.
- Drive through Meals on Wheels lunch program is distributing an average of 90 meals per week to participants.
- Attorney Services appointments at MOCC continue and have been full.
- Current MOCC Clubs: Ceramics, Magic, R.V., Monday Bridge, Cribbage, Cribbage for Fun, Shuffleboard, Hiking, Stitchers, Golden Needlers, 49er Ski Club, Tai Chi.

**CURRENT VIRTUAL CLASSES:**

- Floor, Core and More has 15 participants.
- Fun Fit For All has 26 participants.
- Strength and Conditioning has 12 participants.
- Writing your Memoirs has three classes with 21 total participants.

**PHOTOS OF INTEREST:**

For photos of our recent programs and events, see [\(Attachment A\)](#).



# Attachment A

## Ceramics Club at MOCC



## Shuffleboard Club at MOCC





## Tango Class at MOCC



## Friday Senior Dance at MOCC









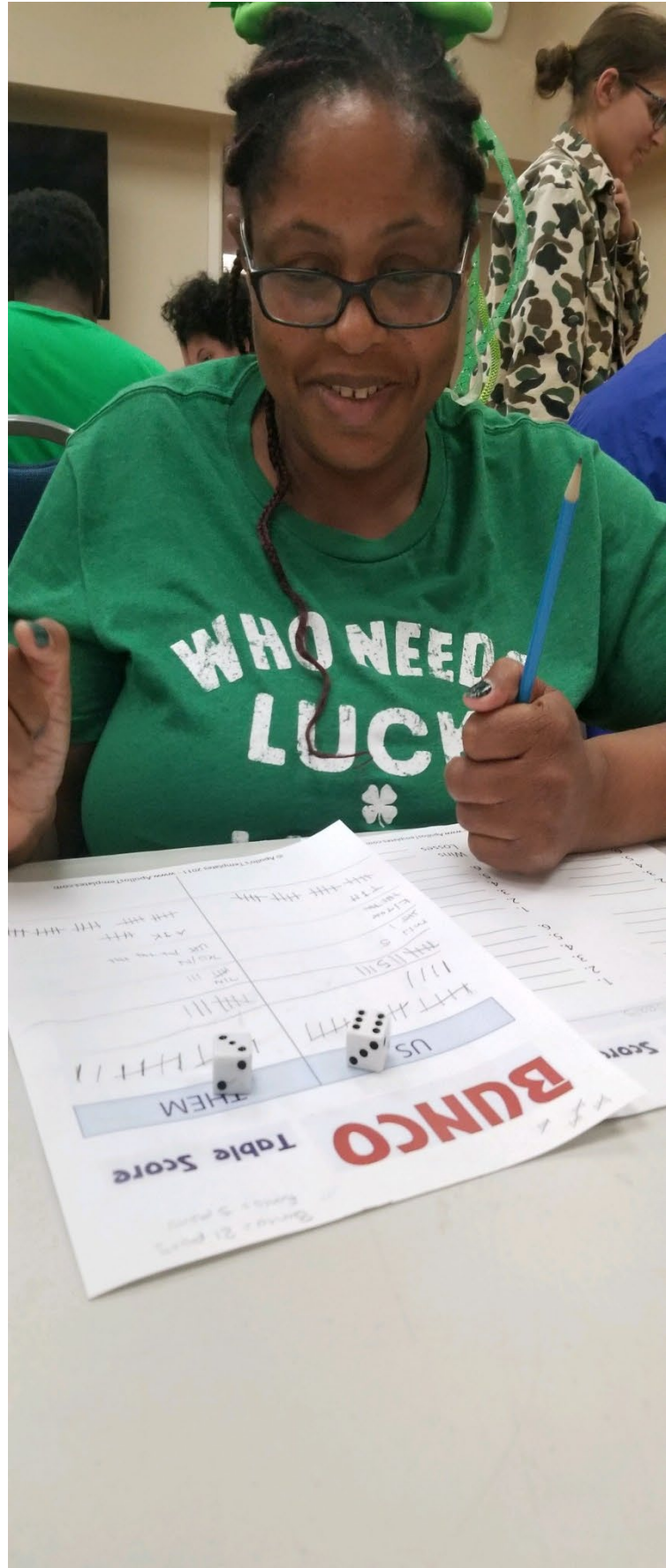
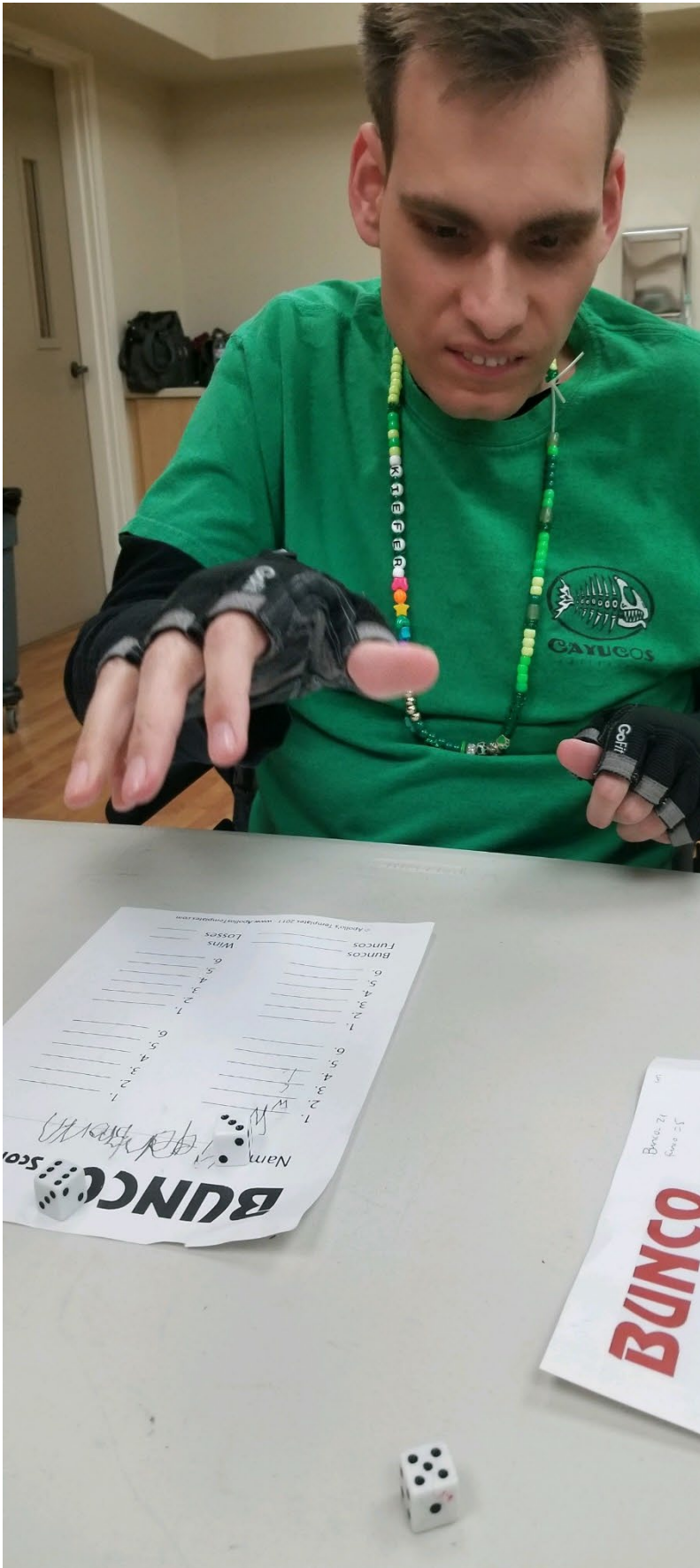


## Zumba Class at MOCC





# Therapeutic Rec Bingo Night at MOCC









## Paint and Sip Night at SCC



PaintTheTown.Events

**Paint Party**  
March 11, 2022



## Baby Shower at SCC





## Staff at CPRS Conference



## STAFF REPORT



DATE: April 7, 2022  
TO: MORPD Advisory Board of Directors  
FROM: J.R. Hichborn, Parks Superintendent  
SUBJECT: Parks Division Report

### **PARKS UPDATE:**

The irrigation team has finished with upgrades in the irrigation system at Ashton Park, which had resulted in a reduction of water usage, the District is expecting to receive a \$1,000 rebate check for the improvements. Staff have applied for new rebates through Sac Suburban Water District with the goal of a 20% reduction in water usage from 2020 in nine of the Districts parks. The irrigation team is now starting on qualifying rebate programs, in hopes to conduct the same irrigation system upgrades that were done at Ashton Park, for the firehouse maintenance shop at 1616 Mission Avenue.

Spring sports field renovations have finished, and the fields are as green as they can be. Park staff aerated, fertilized, seeded, and applied soil conditioner at Ashton Park, Eastern Oak Park, Orville Wright Park and Valley Oak Park. Spraying for broad leaf in the sports fields will happen when the temperature reaches a consistent eighty degrees or higher.

Mission Oaks is currently hiring a full-time maintenance worker position. Applications are due by April 8<sup>th</sup>. Staff is hoping to have the position filled by May 6<sup>th</sup>.

The ultraviolet filtration system has been repaired at the splash park and staff was able to do a trial run for the season. Everything is operating as it should and we will officially open on Saturday May 28<sup>th</sup>.

The shrubbery at Eastern Oak Park has been planted. Staff contracted the work out to Emerald Green Landscaping, who installed a row of 5-gallon photinia shrubs along the north end of the park and 15-gallon cypress trees behind the futsal courts per the direction of the Facilities Committee.

### **UPCOMING PROJECTS:**

**Gibbons Park-** Slurry and restripe the parking lots, resurface and repurpose the tennis courts, and replace the HVAC system.

**Cowan Park-** Replace the playground.

## ADMINISTRATIVE DIVISION REPORT

#	LEAD STAFF	TASK	TARGET DATE	REVISED TARGET DATE	STAFF PROJECT/ BOARD DIRECTED	STATUS/NOTES
1	Darren	Petty Cash Reconciliations	3/25/22	3/25/2022	Staff	Reconciled petty cash at three locations (Gibbons, Swanston, & District Office).
2	Debra	Prepare March revenue, deposit permits	3/28/22		Staff	Post revenue 3/28.
3	Debra	State compensation report	3/31/22	3/30/2022	County/State	<u>Completed.</u>
4	Darren	Weekly Accounts Payable	3/17/22	4/1/2022	Staff	Payment and organization of district claims.
5	Debra	Prepare/train Christina to purge personnel records	4/1/22			Start 4/1/22, ongoing.
6	Debra	Review payroll reports	4/4/22		Staff	Biweekly review.
7	Debra	Review AB materials	4/5/22		Staff	Monthly task.
8	Darren	Download, Format, Share & Analyze Budget Division Reports	3/7/22	4/11/2022	Staff	Formatted YTD budget information for each individual division. Meeting one on one with each division to discuss future budget needs.
9	Debra	Update website with calendar for picnic area reservations	2/15/22	4/12/2022	Staff	<u>Completed.</u>
10	Debra	Update AB Officers policy to rotate terms yearly	4/12/22		AB	Prepare for Personnel Committee review.
11	Debra	Update Reserve policy	4/12/22		Staff	Prepare for Personnel Committee review.
12	Darren	Cal Card organization, input & review	4/1/22	4/14/2022	Staff	Organize, Code & submit District credit card statement.
13	Darren	Renew District Copier Lease	3/2/22	4/15/2022	Staff	Obtain bids, update needs of the District, review past receipts/contracts, meet with copier technology representatives, add to future budget
14	Debra	Vacation	4/15-4/19/22		Self	
15	Darren	Audit 2019	2/28/22	4/18/2022	Staff	Searching and sending financial documents needed to complete the audit. Met with the Dept of Finance to locate remaining documents for audit.
16	Debra	Vacation	5/5-5/13/22		Self	
17	Debra	Prepare for Daniel's contract renewal	8/1/22		Staff	Work with AB chair, BOS, County Personnel, County Counsel.
18	Debra	Update policy manual	12/31/22		Staff	First to be updated is EEOC and Harassment policy.

RECREATION DIVISION REPORT

Attachment A

#	LEAD STAFF	TASK	TARGET DATE	REVISED DATE	STAFF PROJECT/BOARD DIRECTED	STATUS/NOTES
1	Danny	Website updates and overhaul	2/1/22		Staff and Board	Original updates completed, but continuing to monitor
2	Rodney	Prepare Recreation Division Budget	2/4/22		Staff/Board	Completed
3	Rodney	Oversee winter sports (basketball)	2/7/22		Staff	Program still in progress and running well
4	Danny	Research plan for translating PR material	2/15/22		Board	Initial research completed, can present to Rec Committee when needed
5	Danny	Joint use partnership with Acton Placer	3/1/22		Staff	Completed
6	Danny	Finalize sport field contracts for 2022	3/1/22		Staff	Completed
7	Danny	Create Spring/Summer Program Guide	3/1/22		Staff	Completed
8	Rodney	Scheduling and implementing new classes in facility	3/1/22		Staff	All planned classes running as scheduled
9	Rodney	Oversee Senior Special events (Valentine dances/travel show/Spring dance & lunch	3/18/22		Staff	Completed
10	Rodney	K-Crew events and trainings for Winter/Spring	3/18/22		Staff	Winter is complete, Spring event upcoming
11	Rodney/Danny	Coordinate special pickleball events with club	4/15/22		Staff	On track to complete by target date.
12	Rodney	Summer Camp Planning for 2022	5/1/22		Staff	In progress.
13	Danny	Summer Camp Planning for 2022	5/1/22		Staff	in Progress.
14	Rodney	Plan Pre-school graduation for Spring	5/20/22		Staff	On track to complete by target date.



## PARKS DIVISION REPORT

#	LEAD STAFF	TASK	TARGET Start DATE	Target End Date	STAFF PROJECT/BOARD DIRECTED	STATUS/NOTES
1	J.R.	Gibbons: Resurfacing the parking lot	4/18/22	4/20/2022	CIP/Board	Dates confirmed.
2	J.R.	Gibbons: Resurfacing the Pickleball courts	4/25/22	5/9/2022	CIP/Board	Dates confirmed.
3	J.R.	Gibbons: Tennis courts	5/1/22	5/15/22	CIP/Board	Pricing and materials have gone up
4	J.R.	Gibbons: New benches	6/1/22	6/2/22	Board	Ordering after the courts are installed.
5	J.R.	Swanston: Resurface spraypark	5/2/22	5/16/22	Staff	Dates confirmed.
6	J.R.	Gibbons: HVAC replacement	8/10/21	9/1/22	CIP/Board	Equipment ordered on 4/6.
7	J.R.	Cowan: Playground	6/1/22	8/1/22	CIP/Board	Need to get sign and postcards made.
8	J.R.	Mission North: Remove and mitigate Oak tree	6/15/22	7/1/22	Staff	In order for ADA sidewalk to be installed an oak tree must be removed. Staff will plant 3 more Oaks on site for mitigation.

9	J.R.	Manage service contracts	Ongoing	N/A	Staff	(Landscape, FEC Park police, Sac County Sherriff, Custodial, IT, alarm & pest control).
10	J.R.	Security RFP	2/7/22	5/1/22	Board	Awarding matrix presented to the board in the April Meeting.
11	J.R.	Get surplus items to the county	1/15/22	4/15/22	Staff	Need to fill out paper work.
12	J.R.	Pricing for FY-22/23 CIP Projects	4/1/22	May	Staff	Bring to facilities committee.
13	J.R.	Purchase Parks F-250			CIP/Board	Complete.
14	J.R.	Signage plan	7/1/22	3 year plan 2025	Board	Getting proposal from a signage company.



**AGENDA**  
**Facilities Committee Meeting**  
3 pm, Thursday, March 31, 2022

**Mission Oaks Recreation and Park District Advisory Board of Directors and Committee Meetings will be held in-person and via Zoom Meetings (The Zoom platform is ADA compliant).**

Meeting materials will be available online at MORPD.com.

**The public may attend and make a public comment by visiting:**

<https://us02web.zoom.us/j/83115061389?pwd=bDdvN2JYNC90NnVHbkRTa1RBZ2VpUT09>

**Zoom Meeting ID: 831 1506 1389, Passcode: 518001**

You may also call in to 1-669-900-9128 US San Jose, ***(long distance rates may apply)***

**Staff:** Daniel Barton, JR Hichborn, Darren Woodland and Shayne Hawthorne

**Committee Members:** Robert Evans and Michael Alcalay

***\*Denotes agenda items with attached information***

1. Review and approve Minutes from the February 17, 2022, Facilities Committee meeting. \*
2. Review work plan. \*
3. Discuss CIP priority list. \*
4. Update of security services RFP. \*

This agenda was posted and available for public review at the District Office, 3344 Mission Avenue, Carmichael, CA 95608; at Mission Oaks Community Center, 4701 Gibbons Dr., Carmichael, CA 95608; and at Swanston Community Center, 2350 Northrop Way, Sacramento, CA 95825 at least 72 hours in advance of the Facilities Meeting, in accordance with the Ralph M. Brown Act. The agenda is also available online at morpd.com. *Signed March 25, 2022, Shayne Hawthorne, Clerk of the Board.*



## Facilities Committee Meeting Minutes

2 pm, Tuesday, February 17, 2022

Via Zoom Meeting ID: 899 7432 4958

**Staff:** Daniel Barton, J.R. Hichborn, Rodney Dahlberg, Danny Curtola, Darren Woodland  
Nicole Friedrich and Shayne Hawthorne.

**Committee Members:** Robert Evans and Michael Alcalay.

**Members of the Public:** Nisha.

Call to order: 2 pm

1. Review and approve Minutes from the December 14, 2021, Facilities Committee meeting.  
*Minutes approved.*
2. Discuss parks projects work plan. *Schedule approved*  
*Staff requests input from Board members regarding new Parks work plan.*  
*The Committee recommends adding in milestones to the notes section, clarification of target completion date, and sorting the plan into sections by park and then by completion date.*
3. Review and forward to the Advisory Board, approving the Odell Engineering proposal for a comprehensive signage plan design.  
*Staff states that the cost for the signage plan design was more than expected.*  
*Staff propose taking the signage design to a sign manufacturing company to find out if they would offer different prices than that of Odell Engineering. The Committee agrees to the idea.*  
*Staff notes that a CPRS conference will be held in March and that they will speak with the vendors present to find a potential sign manufacturing company.*  
*The Committee requests a 1-day pass to attend the conference and the program containing the list of CPRS vendors.*  
*The Committee suggests reaching out to CPRS and the County of Sacramento for referrals on companies.*  
*The Committee suggest tabling the discussion until the next scheduled Facilities Committee meeting when staff will have been able to receive information from the CPRS conference.*
4. Review and forward the list of CIPs with quotes to the Finance Committee.  
*Staff explain that they are hoping to get the list of projects finished next FY. Staff notes that the list is in order of priority and want to know if the Committee has any recommendations on changing the order these projects are completed in.*  
*The Committee inquires if staff have received quotes for each project and what the cost of the projects list is all together. Staff notes that they have not gotten exact prices for each project, but the amounts listed are estimates. Staff states that the list of projects, as a whole, would cost around \$1.1 million.*

*The Committee recommends matching the LED sign going in at Eastern Oak Park to the design of the new signage plan that will be implemented next FY.*

*The Committee recommends that the picnic shelter going in at Swanston, have an artistic design or install a piece of public art near it to make the structure look nicer. Staff notes that the kids camp at Swanston had designed the water shed for the new Splash Park and questions if this is what the Committee is suggesting. The Committee agrees that is what they are recommending.*

*The Committee questions the cost for the new entrance at the District Office. Staff states that this change is needed to keep the building ADA and the price listed was for moving the entire entrance of the building. Staff states that once they determine the plan for the entrance, they will bring the project back to the Committee with exact prices.*

5. Discuss the potential acquisition of the vacant lot at 2291 Hurley Way.

*Staff states that she worked with the Advisory Board Director to create the letter for the owners of the lot. Staff notes that the Hurley Way lot currently has a sale pending and will hold onto the letter waiting for an outcome of the sale.*

***Adjourned 4:52 pm***

## STAFF REPORT



DATE: April 7, 2022

TO: MORPD Advisory Board of Directors

FROM: Daniel Barton, District Administrator

SUBJECT: Approval of Resolution 2022-05 directing preparation of the Engineer's Report for the Mission Oaks Parks and Recreation Maintenance and Improvement District for Fiscal Year 2022-23.

### **BACKGROUND:**

The Parks and Recreation Maintenance and Improvement District (PRMID), a Lighting and Landscape Benefit Assessment District, was established by ballot measure approved by Mission Oaks District property owners in 1999 and for a second time in 2006. PRMID was formed and operates pursuant to the Landscape and Lighting Act of 1972, Part 2 of Division 15 of the California Streets and Highways Code (the "1972 act") and Article XIIIID (Proposition 218) of the Constitution of the State of California. The 1972 Act sets forth specific requirements for the annual assessment renewal process and requires the preparation of an Engineer's Report on an annual basis. Each year the District is required to approve a resolution that restarts the annual process.

### **DISCUSSION:**

The District wishes to continue to levy PRMID assessments for FY 2022-23 to provide additional funds for both park maintenance and capital improvements that are needed to enhance and continue existing service levels, including, but not limited to, installing, and maintaining landscaping, irrigation systems, and park facilities. If approved by the Advisory Board, the PRMID assessments can be increased by the annual change in the Consumer Price Index (CPI), not to exceed 3%, for any given Fiscal Year.

### **RECOMMENDATION:**

Staff recommends that the Advisory Board of Directors approve Resolution 2022-05 **(Attachment A)** that directs Francisco & Associates to prepare the Engineer's Report for the Mission Oaks Parks and Recreation Maintenance and Improvement District for Fiscal Year 2022-23.

## RESOLUTION NO. 2022-05\_

A RESOLUTION DIRECTING PREPARATION OF THE ENGINEER'S REPORT  
FOR THE  
PARKS AND RECREATION MAINTENANCE AND IMPROVEMENT DISTRICT  
OF THE  
MISSION OAKS RECREATION AND PARK DISTRICT

RESOLVED, by the Governing Board (the "Board") of the Mission Oaks Recreation and Park District (the "District"), County of Sacramento, State of California, that

1. On May 2nd, 2006, by its Resolution No. 2006-04, this Board ordered the formation of and levied the first assessment within the Mission Oaks Recreation and Park District Parks and Recreation Maintenance and Improvement District (the "Improvement District") pursuant to the provisions of Article XIID of the California Constitution, and the Landscaping and Lighting Act of 1972 (the "Act"), Part 2 of Division 15 of the California Streets and Highways Code (commencing with Section 22500 thereof).

2. The purpose of the Improvement District is for the installation, maintenance, and servicing of improvements to the Mission Oaks Recreation and Park District, as described in Section 3 below.

3. Within the District, the existing and proposed improvements are generally described as the installation, maintenance and servicing of public facilities, including but not limited to, landscaping, sprinkler systems, park grounds, park facilities, landscape corridors, ground cover, shrubs and trees, street frontages, playground equipment and hardcourt areas, senior and community centers, drainage systems, lighting, fencing, entry monuments, basketball courts, tennis courts, running tracks, swimming pools, other recreational facilities, graffiti removal and repainting, and labor, materials, supplies, utilities and equipment, as applicable, for property owned and maintained by the Mission Oaks Recreation and Park District. Installation means the construction of recreational improvements, including, but not limited to, land preparation, such as grading, leveling, cutting and filling, sod, landscaping, irrigation systems, sidewalks and drainage, lights, playground equipment, play courts, recreational facilities and public restrooms.

Maintenance means the furnishing of services and materials for the ordinary and usual maintenance, operation and servicing of said improvements, including repair, removal, or replacement of all or part of any improvement; providing for the life, growth, health and beauty of landscaping; and cleaning, sandblasting and painting of walls and other improvements to remove or cover graffiti. Servicing means the furnishing of electric current or energy for the operation or lighting of any improvements, and water for irrigation of any landscaping or the maintenance of any other improvements.

4. Francisco & Associates is hereby designated as Engineer of Work for purposes of these proceedings and is hereby ordered to prepare an Engineer's Report in accordance with Article 4 of Chapter 1 of the Act and Article XIID of the California Constitution. Upon completion, the Engineer shall file the Engineer's Report with the Clerk of the Governing Board for submission to the Board.

PASSED AND ADOPTED this 12th day of April 2022 by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAIN:

\_\_\_\_\_  
Chair of the Board of Advisors

ATTEST:

\_\_\_\_\_  
Clerk of the Board





# STAFF REPORT

DATE: April 7, 2022

TO: MORPD Advisory Board of Directors

FROM: J.R. Hichborn, Parks Superintendent

SUBJECT: Approve awarding Security Services Contract to Tiger Security.

**BACKGROUND:**

In August 2021, the District began a trial period with a private security company to provide a third option for security. Per the direction of the Advisory Board, the District entered a three-month trial period with Tiger Security to see if acquiring their services would be beneficial to the District. Private security does not have the ability to issue citations or make arrests. However, private security services do act as a deterrent in parks, provide daily reports to the District, operate on a set schedule determined by the District, and provide an account manager to meet with District staff monthly. Per the direction of the Advisory Board, an RFP was sent out to potential vendors to submit bids for the Districts Security Services Contract.

**PROCESS:**

Staff followed the competitive bidding process with the awarding matrix approved by the Board in 2019. The “notice to bidders” for the 2022 Security Services Contract was issued on February 18<sup>th</sup> and 25<sup>th</sup>. Notices were published in the Sacramento Bee, Carmichael Times, the CSDA website and on the Districts website. A mandatory pre-bid job walk took place on Monday, February 28, at which time the request for proposals (RFP) was given to the potential bidders. A total of four companies attended the mandatory job walk, two of those companies’ submitted bids on March 14<sup>th</sup>. The District will be utilizing the awarding matrix approved by the Board in October 2019. The evaluation process will be broken down by a total possible score of 100 points. Scoring will be as follows; 40 points will be available based on price, 30 points will be available based on reference checks, and 30 points will be available based on the final interview.

**1. Company Price**

The scale for cost was \$50,000 - \$100,000, meaning a bid of \$50,000 would receive the maximum score of 40 points and a bid of \$100,000 would receive a minimum score of 0 points. The submitted cost estimates are shown in the graph below.

Company Price	Year 1	Percentage	Points
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Tiger Security	\$ 68,496	63%	25.20
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Good Guard	\$	58,224	84%	33.42
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## 2. Reference Check

Reference checks were done by staff immediately after the bids were submitted. References were chosen based on the references provided by the bidders in their submittal packets. Questions focused on communication, appearance, professionalism, and overall satisfaction. Results can be seen in the table below.

### Reference check Scores

	1	2	Average	Points
Tiger security	10	10	10	30
Good Guard	8	5	6.5	19.5

## 3. Interview Scores

Interviews of potential vendors were conducted by the District Administrator and the Park Superintendent on March 25<sup>th</sup>. Interview questions focused on why each company would be the best fit for Mission Oaks. The scoring summary can be seen in the table below.

### Interview Scores

	Superintendent	District Administrator		Points
Tiger security	91	81	86%	25.80
Good Guard	62	59	60.5%	18.15

## **RESULTS:**

After carefully and diligently assessing each branch of the awarding matrix, the results can be viewed in the table below.

### Results

	Price	Quality	Interview	Total points
Tiger Security	25.20	30	25.8	81.00
Good Guard	33.42	19.5	18.15	71.07

## **STAFF RECOMMENDATION:**

Staff recommend that the Advisory Board of Directors award the Security Services Contract (Attachment A) to Tiger Security for the annual amount of \$68,496. The contract will commence May 1<sup>st</sup>, 2022 and shall end on April 30, 2023. The District reserves the option to extend the contract for up to one (1) additional annual renewal period.

## CONTRACT FOR SERVICES

THIS CONTRACT is made on May 1, 2022, by and between the Mission Oaks Recreation and Park District (“District”), and Tiger Security LLC (“Consultant”).

WITNESSETH:

WHEREAS, the District desires to engage Consultant to perform Security Services at various District-controlled facilities;

WHEREAS, the Consultant has presented a proposal for such services to the District, dated March 14 2022, (attached hereto as **Exhibit “A”**) and is duly licensed, qualified and experienced to perform those services;

NOW, THEREFORE, the parties hereto mutually agree as follows:

### 1. SCOPE OF SERVICES:

A. Consultant shall do all work, attend all meetings, produce all reports and carry out all activities necessary to completion of the services described in **Exhibit “A”**. This Contract and its exhibits shall be known as the “Contract Documents.” Terms set forth in any Contract Document shall be deemed to be incorporated in all Contract Documents as if set forth in full therein. In the event of conflict between terms contained in these Contract Documents, the more specific term shall control. If any portion of the Contract Documents shall be in conflict with any other portion, provisions contained in the Contract shall govern over conflicting provisions contained in the exhibits to the Contract.

B. Consultant enters into this Contract as an independent contractor and not as an employee of the District. The Consultant shall have no power or authority by this Contract to bind the District in any respect. Nothing in this Contract shall be construed to be inconsistent with this relationship or status. All employees, agents, contractors or subcontractors hired or retained by the Consultant are employees, agents, contractors or subcontractors of the Consultant and not of the District. The District shall not be obligated in any way to pay any wage claims or other claims made against Consultant by any such employees, agents, contractors or subcontractors, or any other person resulting from performance of this Contract.

C. The Consultant agrees it has satisfied itself by its own investigation and research regarding the conditions affecting the work to be done and labor and materials needed, and that its decision to execute this Contract is based on such independent investigation and research.

### 2. TERM OF CONTRACT

A. The services of Consultant are to commence upon execution of this Contract by the District, and shall end on April 30, 2023. Services shall be undertaken and completed in accordance with the Schedule of Performance attached hereto and incorporated herein by this reference as **Exhibit “B.”**

B. Consultant’s failure to complete work in accordance with the Schedule of Performance may result in delayed compensation as described in Section 3.

C. The District's Park Superintendent or his/her designee may, by written instrument signed by the Parties, extend the duration of this Contract for a period of **one (1) year** in the manner provided in Section 5, provided that the extension does not require the payment of compensation in excess of the maximum compensation set forth in Section 3, Compensation.

### **3. COMPENSATION:**

A. The Consultant shall be paid monthly for the actual fees, costs and expenses for all time required and expended, but in no event shall total compensation exceed Five thousand, seven hundred and eight dollars (\$5,708.00) per month, without District's prior written approval. Consultant's fees shall be as specified in the Schedule of Fees, which is attached hereto and incorporated herein as **Exhibit "C"**.

B. Said amount shall be paid upon submittal of a monthly billing showing completion of the tasks that month. Consultant shall furnish District with invoices for all expenses as well as for all materials authorized by this Contract. The invoices shall be submitted with the monthly billings. If Consultant's performance is not in conformity with the Schedule of Performance, payments may be delayed or denied, unless the Consultant's failure to perform in conformity with the Schedule of Performance is a documented result of the District's failure to conform with the Schedule of Performance, or if the Schedule of Performance is extended pursuant to Section 5.

C. If the work is halted at the request of the District, compensation shall be based upon the proportion that the work performed bears to the total work required by this Contract, subject to Section 4.

D. Deficiencies noted verbally or in writing and not corrected within ten (10) days may be completed by the District or a third party. These direct costs shall be forfeited and deducted from the Contractor's monthly invoice.

### **4. TERMINATION:**

A. This Contract may be terminated by either party, provided that the other party is given not less than **thirty (30)** calendar days' written notice (delivered by certified mail, return receipt requested) of intent to terminate.

B. The District may temporarily suspend this Contract, at no additional cost to District, provided that the Consultant is given written notice (delivered by certified mail, return receipt requested) of temporary suspension. If District gives such notice of temporary suspension, Consultant shall immediately suspend its activities under this Contract.

C. Notwithstanding any provisions of this Contract, Consultant shall not be relieved of liability to the District for damages sustained by the District by virtue of any breach of this Contract by Consultant, and the District may withhold any payments due to Consultant until such time as the exact amount of damages, if any, due the District from Consultant is determined.

D. In the event of termination, the Consultant shall be compensated as provided for in this Contract, except as provided in Section 4C. Upon termination, the District shall be entitled to all work, including but not limited to, appraisals, inventories, studies, analyses, drawings and data estimates performed to that date in accordance with Section 7 hereof.

**5. AMENDMENTS, CHANGES OR MODIFICATIONS:**

Amendments, changes or modifications in the terms of this Contract may be made at any time by mutual written agreement between the parties hereto and shall be signed by the persons authorized to bind the parties hereto.

**6. EXTENSIONS OF TIME:**

Consultant may, for good cause, request extensions of time to perform the services required hereunder. Such extensions shall be authorized in advance by the District in writing and shall be incorporated in written amendments to this Contract or the attached Work Program in the manner provided in Section 5.

**7. PROPERTY OF DISTRICT:**

A. It is mutually agreed that all materials prepared by the Consultant under this Contract shall become the property of the District, and the Consultant shall have no property right therein whatsoever. Immediately upon termination, the District shall be entitled to, and the Consultant shall deliver to the District, all data, drawings, specifications, reports, estimates, summaries and other such materials as may have been prepared or accumulated to date by the Consultant in performing this Contract which is not Consultant's privileged information, as defined by law, or Consultant's personnel information, along with all other property belonging exclusively to the District which is in the Consultant's possession.

B. Additionally, it is agreed that the parties intend this to be a contract for services and each considers the products and results of the services to be rendered by Consultant hereunder (the "Work") to be a work made for hire. Consultant acknowledges and agrees that the Work (and all rights therein, including, without limitation, copyright) belongs to and shall be the sole and exclusive property of the District.

**8. COMPLIANCE WITH ALL LAWS:**

A. Consultant shall comply with all applicable laws, ordinances, and codes of federal, State and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Contract.

B. Consultant warrants to the District that it is licensed by all applicable governmental bodies to perform this Contract and will remain so licensed throughout the progress of the Work, and that it has, and will have, throughout the progress of the Work, the necessary experience, skill and financial resources to enable it to perform this Contract.

C. To the extent any of the work contemplated under this Contract is a "public work" for purposes of Labor Code section 1720 or the California Public Contract Code and is therefore subject the payment of prevailing wages or any other requirements, Consultant shall accordingly comply with the provisions of Exhibit D and E

**9. WARRANTIES AND RESPONSIBILITIES - CONSULTANT:**

A. Consultant agrees and represents that it is qualified to properly provide the services set forth in **Exhibit "A"** in a manner which is consistent with the generally accepted standards of Consultant's profession.

B. Consultant agrees and represents that the work performed under this Contract shall be in accordance with applicable federal, State and local law in accordance with Section 17A hereof, including but not limited, all state licenses and certifications to provide the services required herein.

C. Consultant shall designate a project manager who at all times shall represent the Consultant before the District on all matters relating to this Contract. The project manager shall continue in such capacity unless and until he or she is removed at the request of the District, is no longer employed by Consultant, or is replaced with the written approval of the District, which approval shall not be unreasonably withheld.

D. Consultant shall provide corrective services without charge to the District for services which fail to meet the above professional and legal standards and which are reported to Consultant in writing within sixty (60) days of discovery. Should Consultant fail or refuse to perform promptly its obligations, the District may render or undertake performance thereof and the Consultant shall be liable for any expenses thereby incurred.

#### **10. SUBCONTRACTING:**

None of the services covered by this Contract shall be subcontracted without the prior written consent of the District, which will not be unreasonably withheld. Consultant shall be as fully responsible to the District for the negligent acts and omissions of its contractors and subcontractors, and of persons either directly or indirectly employed by them, as it is for the negligent acts and omissions of persons directly employed by Consultant.

#### **11. ASSIGNABILITY:**

Consultant shall not assign or transfer any interest in this Contract whether by assignment or novation, without the prior written consent of the District which will not be unreasonably withheld. However, claims for money due or to become due Consultant from the District under this Contract may be assigned to a financial institution, or to a trustee in bankruptcy, without such approval. Notice of any assignment or transfer whether voluntary or involuntary shall be furnished promptly to the District.

#### **12. INTEREST IN CONTRACT:**

Consultant covenants that neither it, nor any of its employees, agents, contractors, subcontractors has any interest, nor shall they acquire any interest, direct or indirect, in the subject of the Contract, nor any other interest which would conflict in any manner or degree with the performance of its services hereunder. Consultant shall make all disclosures required by the District's conflict of interest code in accordance with the category designated by the District, unless the District Manager determines in writing that Consultant's duties are more limited in scope than is warranted by the category designated by the District code and that a narrower disclosure category should apply. Consultant also agrees to make disclosure in compliance with the District conflict of interest code if, at any time after the execution of this Contract, District determines and notifies Consultant in writing that Consultant's duties under this Contract warrant greater disclosure by Consultant than was originally contemplated. Consultant shall make

disclosures in the time, place and manner set forth in the conflict of interest code and as directed by the District.

**13. MATERIALS CONFIDENTIAL:**

All of the materials prepared or assembled by Consultant pursuant to performance of this Contract are confidential and Consultant agrees that they shall not be made available to any individual or organization without the prior written approval of the District, except by court order.

**14. LIABILITY OF CONSULTANT-NEGLIGENCE:**

Consultant shall be responsible for performing the work under this Contract in a manner which is consistent with the generally-accepted standards of the Consultant's profession and shall be liable for its own negligence and the negligent acts of its employees, agents, contractors and subcontractors. The District shall have no right of control over the manner in which the work is to be done but only as to its outcome, and shall not be charged with the responsibility of preventing risk to Consultant or its employees, agents, contractors or subcontractors.

**15. INDEMNITY AND LITIGATION COSTS:**

Consultant shall indemnify, defend, and hold harmless the District, its officers, officials, agents, and employees against all claims, damages, demands, liability, costs, losses and expenses, including without limitation court costs and reasonable attorneys' fees, arising from Consultant's negligent acts or negligent failure to act, errors, omissions or willful misconduct incident to the performance of this Contract except such loss or damage caused by the active negligence, sole negligence, or willful misconduct of the District. The provisions of this paragraph shall survive termination or suspension of this Contract.

**16. CONSULTANT TO PROVIDE INSURANCE:**

A. Consultant shall not commence any work before obtaining, and shall maintain in force at all times during the duration and performance of this Contract, the policies of insurance specified in this Section. Such insurance must have the approval of the District as to limit, form, and amount, and shall be placed with insurers with a current A.M. Best's rating of no less than A VII (an NR rating is acceptable for Worker's Compensation insurance written with the State Compensation Insurance Fund of California).

B. Prior to execution of this Contract and prior to commencement of any work, the Consultant shall furnish the District with certificates of insurance and copies of endorsements providing evidence of coverage for all policies required by the Contract. The Consultant and its contractors and subcontractors shall, at their expense, maintain in effect at all times during the performance of work under the Contract not less than the following coverage and limits of insurance, which shall be maintained with insurers and under forms of policy satisfactory to the District. The maintenance by Consultant and its contractors and subcontractors of the following coverage and limits of insurance is a material element of this Contract. The failure of Consultant or of any of its contractors or subcontractors to maintain or renew coverage or to provide evidence of renewal may be treated by the District as a material breach of this Contract. Approval of the insurance by the District shall not relieve or decrease any liability of Consultant.



1. Worker's Compensation and Employer's Liability Insurance

a. Worker's Compensation - Insurance to protect the Consultant, its contractors and subcontractors from all claims under Worker's Compensation and Employer's Liability Acts, including Longshoremen's and Harbor Worker's Act ("Acts"), if applicable. Such coverage shall be maintained, in type and amount, in strict compliance with all applicable state and Federal statutes and regulations. The Consultant shall execute a certificate in compliance with Labor Code Section 1861, on the form provided in the Contract Documents.

b. Consultant shall provide a Waiver of Subrogation endorsement in favor of the District, its officers, officials, employees, agents and volunteers for losses arising from work performed by the Consultant.

2. Commercial General Liability Insurance

a. The insurance shall be provided on form CG0001, or its equivalent, and shall include coverage for claims for bodily injury or property damage arising out of premises/operations, products/completed operations, contractual liability, and subconsultant's work and personal and advertising injury resulting from actions, failures to act, or operations of the insured, or by its employees or agents, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than **[\$1,000,000.00]** per occurrence and **[\$2,000,000]** general and products/completed operations aggregates.

b. The commercial general liability insurance shall also include the following:

i. Endorsement equivalent to CG 2010 1185 naming the District, its officers, officials, employees, agents, and volunteers as additional insureds. The endorsement shall contain no special limitations on the scope of protection afforded to the District, its officers, officials, employees or volunteers.

ii. Endorsement stating insurance provided to the District shall be primary as respects the District, its officers, officials, employees and any insurance or self insurance maintained by the District, its officers, officials, employees or volunteers shall be in excess of the Consultant's insurance and shall not contribute with it, to the payment or satisfaction of any defense expenses, loss, or judgment.

iii. Provision or endorsement stating that the Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

3. Commercial Automobile Insurance

a. The insurance shall include, but shall not be limited to, coverage for claims for bodily injury or property damage for owned, non-owned, and hired

automobiles resulting from actions, failures to act, or operations of the insured, or by its employees or agents, or by anyone directly or indirectly employed by the insured. The amount of insurance coverage shall not be less than **[\$1,000,000.00]** per accident.

b. The commercial automobile insurance shall include the same endorsements required for the commercial general liability policy (see Section 16.B.2.b).

4. Professional Liability. The Consultant and its contractors and subcontractors shall secure and maintain in full force, during the term of this Contract and for five years thereafter, professional liability insurance policies appropriate to the respective professions and the work to be performed as specified in this Contract. The limits of such professional liability insurance coverage shall not be less than **[\$1,000,000]** per claim.

C. In addition to any other remedy the District may have, if Consultant fails to maintain the insurance coverage as required in this Section, the District may obtain such insurance coverage as is not being maintained, in form and amount substantially the same as is required herein, and the District may deduct the cost of such insurance from any amounts due or which may become due Consultant under this Contract.

D. No policy required by this Contract shall be suspended, cancelled, terminated by either party, or reduced in coverage or in limits unless Consultant has provided thirty (30) days prior written notice by certified mail, return receipt requested, to the District.

E. Any deductibles or self-insured retentions in excess of \$10,000 must be declared to, and approved by, the District.

F. The requirement as to types, limits, and the District's approval of insurance coverage to be maintained by Consultant are not intended to, and shall not in any manner, limit or qualify the liabilities and obligations assumed by Consultant under the Contract.

## **17. MISCELLANEOUS PROVISIONS:**

A. Consultant shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders and decrees which in any manner affect those engaged or employed on the work described by this Contract or the materials used or which in any way affect the conduct of the work.

B. Consultant shall not engage in unlawful employment discrimination. Such unlawful employment discrimination includes, but is not limited to, employment discrimination based upon a person's race, religious creed, color, national origin, ancestry, physical handicap, medical condition, marital status, gender, citizenship, or sexual orientation.

C. Consultant shall maintain and make available for inspection by the District and its auditors accurate records of all of its costs, disbursements and receipts with respect to any work under this Contract. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Contract are made to the Consultant.

D. This Contract constitutes the entire agreement between the parties relative to the services specified herein and no modification hereof shall be effective unless and until such modification is evidenced by a writing signed by both parties to this Contract. There are no understandings, agreements, conditions, representations, warranties or promises, with respect to this Contract, except those contained in or referred to in the writing.

E. All notices that are required to be given by one party to the other under this Contract shall be in writing and shall be deemed to have been given if delivered personally or enclosed in a properly addressed envelope and deposited in a United States Post Office for delivery by registered or certified mail addressed to the parties at the following addresses:

District: J.R. Hichborn, Parks Superintendent  
Mission Oaks Recreation and Park District  
3344 Mission Avenue  
Carmichael, CA 95608

Consultant: Bryan Martin, Owner, Tiger Security  
  
PO Box 580404  
  
Elk Grove, CA. 95758

F. This Contract shall be interpreted and governed by the laws of the State of California.

G. Any action arising out of this Contract shall be brought and maintained in Sacramento County California, regardless of where else venue may lie.

H. In any action brought by either party to enforce the terms of this Contract, each party shall bear responsibility for its attorney's fees and all costs regardless of whether one party is determined to be the prevailing party.

[Signatures on following page]

Mission Oaks Recreation and Park District

By: \_\_\_\_\_  
Daniel Barton, District Administrator

ATTEST:

By: \_\_\_\_\_  
J.R. Hichborn, Parks Superintendent

Tiger Security

By: \_\_\_\_\_  
Bryan Martin, Owner

EXHIBITS

*(Insert at time of contract execution)*

EXHIBIT A

Consultant Proposal/Scope of Work

*(Insert at time of contract execution)*



## **ALL LOCATIONS**

### **DAILY SERVICES**

- A. Patrol parks
  - a. Walk sensitive parks (Swanston, Gibbons, Mission North, Eastern Oak, Ashton) in their entirety.
- B. Park Gates: (If working evening shifts)
  - a. Lock Park entry gates after dusk (Swanston, Gibbons, Mission North, Eastern Oak, Ashton, Valley Oak, Hazelwood)
- C. Miscellaneous: (If working evening shifts)
  - a. Be at Eastern Oak Park at dusk nightly and have all park patrons leave the park.
  - b. Lock the tennis courts at Swanston Park nightly
  - c. Lock the drive gate at the District office nightly
  - d. Lock the Gibbons annexed parking lot nightly
- D. Reports:
  - a. Report daily patrol logs to the park's superintendent via email

### **Weekly services**

- A. Patrol Parks
  - a. Walk all District Parks in their entirety
  - b. Walk into the community centers (Swanston and Gibbons) and speak with the office coordinators about any security issues they may be having that week at their sites.

### **District Locations**

- Swanston Community Park (2350 Northrop Avenue)
- Ashton Park (4251 Ashton Drive)
- Valley Oak Park (1150 Eastern Avenue)
- Hazelwood Greens (4610 Hazelwood Avenue)
- Eastern Oak Park (3127 Eastern Avenue)
- Mission North Park (3344 Mission Avenue)
- Gibbons Community Park (4701 Gibbons Drive)
- Maddox Park (4821 Thor Way)
- Maintenance shop (1616 Mission Avenue)
- Oak Meadow Park (2734 American River Drive)
- Orville Wright Park (2331 Saint Marks Way)
- Sierra Oak Park (2762 Huntington Road)
- Shelfield Park (1849 Suffolk way)
- Windemere Park (Windemere Lane)
- Cowan Park (3350 Becerra Way)

EXHIBIT B

Schedule of Performance

*(Insert at time of contract execution)*

## **Schedules**

- A. This contract requires one (1) unarmed security officer to patrol District properties forty (40) hours per week
  - a. Times and days may change due to demand and seasonal implications
  - b. A typical workweek may be:
    - i. Monday 6:00am – 3:00pm
    - ii. Thursday 6:00am – 3:00pm
    - iii. Friday 6:00am – 3:00pm
    - iv. Saturday 6:00am – 3:00pm
    - v. Sunday 6:00am – 3:00pm
- B. This contract requires an account manager to meet once a month with the Park Superintendent to evaluate performance and assess security concerns for the District.

## **Written Work Plan**

Proposals shall all include a written work plan, per the instructions included.

## **Additional requirements**

- A. Officer shall drive a clean, marked vehicle while on duty
- B. Officer shall have a form fitting uniform while patrolling District parks
- C. Officer shall be friendly and approachable while engaged with park patrons
- D. Officers' patches shall be sown onto the officer's uniform.
- E. Officer shall begin each shift at the District office and check in with the Parks Superintendent unless otherwise instructed to do so.
- F. Officers shall be identifiable at all times while patrolling District Parks
- G. A written monthly summary shall be provided to the Park Superintendent highlighting security incidents for that month.
  - a. The "monthly report" shall be submitted no later than two (2) days after the end of the month.

EXHIBIT C

Schedule of Fees

*(Insert at time of contract execution)*

**PROPOSAL FORM  
MISSION OAKS RECREATION AND PARK DISTRICT  
FOR**

**Security Services**

<b>Security COSTS</b>	Monthly Amount Years 1-3 Security Maintenance	Monthly Amount Years 4-5 (optional) Security Maintenance
Mission Oaks District Parks (5 Days a week, 8 hours a day)	\$5,027.67	\$6,066.67
Eleven Paid Federal Holidays (New Year's Day, Birthday of Martin Luther King, Jr., President's Day, Memorial Day, Juneteenth, Independence Day (July 4), Labor Day, "Columbus Day" (also observed as Indigenous Peoples Day), Veterans Day, Thanksgiving Day, and Christmas Day)	\$106.33 (extra per month)	\$128.33 (extra per month)
Dedicated Patrol Vehicle	\$575.00	\$750.00
	\$	\$
<b>TOTAL COST PER MONTH</b>	\$5,708.00	\$6,945.00
<b>TOTAL COST PER YEAR</b>	\$68,496.00	\$83,340.00

Bidder's Signature:  Date: \_\_\_\_\_

**PROPOSAL FORM**  
**MISSION OAKS RECREATION AND PARK DISTRICT**  
**FOR**  
**Security Services**

UNSCHEDULED WORK	UNIT	AMOUNT PER UNIT
Supervisor	Hour	\$41.50
Armed officer	Hour	\$39.50
Unarmed officer	Hour	\$29.00

Bidder's Signature:  Date: 1/5/22



EXHIBIT D

CERTIFICATE OF COMPLIANCE WITH LABOR CODE § 3700  
[Labor Code § 1861]

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

CONSULTANTS

By: \_\_\_\_\_  
Owner, Bryan Martin

## EXHIBIT E

### LABOR COMPLIANCE

#### 1. PREVAILING WAGE

A. The Work contemplated herein constitutes a public work within the meaning of Labor Code sections 1720 and 1771. It shall be mandatory upon the Consultant and upon any Subcontractor, to pay not less than the said specified prevailing rates of wages to all workers employed by them under the Contract in accordance with Labor Code section 1774. The Director of the Department of Industrial Relations ("DIR") of the State of California has determined the general prevailing rate of wages of per diem wages in the locality in which the work is to be performed for each craft or type of worker needed to execute the Contract. The Consultant acknowledges that it has examined the prevailing rate of per diem wages as established by the DIR. Copies of the current schedules for prevailing wages are on file at District Hall, and the contents of those schedules are incorporated herein as if set forth in full. The Consultant shall post a copy of the applicable prevailing wage determinations at each job site, along with any other work place posters required by law.

B. The District will not recognize any claims for additional compensation because of the payment of prevailing wages. The possibility of wage increases is one of the elements to be considered by the Consultant in determining its proposal, and will not under any circumstances be considered as the basis of a claim against the District.

C. By executing this Contract Consultant warrants that it has registered with the Department of Industrial Relations in accordance with Labor Code section 1725.5.

#### 2. PREVAILING WAGE RECORDS

A. The Consultant and each subcontractor shall keep an accurate payroll record which shows the name, address, social security number, correct work classification (in accordance with the wage decision), both straight and overtime worked each day and week, and hourly rate of pay, gross wages earned, deductions made and net wages paid to each journeyman, apprentice, worker or other employee paid by the Consultant /subcontractor in connection with the Work. These payroll records shall be certified and shall be made available at Consultant's principal office. These records shall be maintained during the course of the Work. The Consultant and all subcontractors shall make the certified payroll records available for inspection by District representatives upon request and shall permit such representatives to interview employees during the work hours on the job site.

B. The District shall notify the Consultant in writing of any discrepancies or violations that are discovered during such inspections. Written notification pursuant to this Section shall include the actions that will be necessary to resolve the discrepancies and/or violations. The Consultant shall be held entirely responsible for the prompt resolution of all non-compliances with the prevailing wage laws, including those pertaining to all subcontractors and any lower-tier subcontractors. The Consultant shall forfeit as penalty to the District the amount specified by law for each calendar day or portion thereof for each worker (whether employed by the Consultant or any subcontractor) paid less than the stipulated prevailing rates for any work done under the Contract in violation of the provisions of the Labor Code and in particular, Section 1775.

C. To the extent applicable, Consultant and subcontractors shall maintain and furnish to the Department of Industrial Relations ("DIR"), a certified copy of each weekly payroll (but no less often than monthly), with a statement of compliance signed under penalty of perjury. Such certified payroll reports shall be transmitted electronically to the DIR.

D. The District will not recognize any claims for additional compensation because of the payment of the prevailing wages. The possibility of wage increases is one of the elements to be considered by the Consultant in entering into the Contract, and will not under any circumstances, other than delays caused by the District, or the District's agents, be considered as the basis of a claim against the District.

### **3. Labor Discrimination**

Attention is directed to Section 1735 of the Labor Code, which reads as follows:

"No discrimination shall be made in the employment of persons upon public works because of their race, color, national origin or ancestry, physical handicap, mental condition, marital status, or sex of such person, except as provided in Section 12940 of the Government Code, and every General Contractor for public works violating this section is subject to all the penalties imposed for a violation of this chapter."

### **4 Eight-Hour Day Limitation**

(a) In accordance with the provisions of the Labor Code, and in particular, Sections 1810 to 1815 thereof, incorporated herein by reference, eight hours labor shall constitute a day's work, and no worker in the employ of Consultant, or any Subcontractor, doing or contracting to do any part of the work contemplated by the Contract, shall be required or permitted to work more than eight (8) hours in any one calendar day and forty (40) hours in any one calendar week in violation of those provisions; provided that subject to Labor Code Section 1815, a worker may perform work in excess of either eight (8) hours per day or forty (40) hours during any one week upon compensation for all hours worked in excess of eight (8) hours per day or forty (40) hours during any one week at not less than one and one-half times the basic rate of pay.

(b) The Consultant and each Subcontractor shall also keep an accurate record showing the names and actual hours worked of all workers employed by them in connection with the Contract. This record shall be open at all reasonable hours to the inspection of the District. It is hereby further agreed that, except as provided in (a) above, the Consultant shall forfeit as a penalty to the District the sum of twenty-five dollars (\$25) for each worker employed in the performance of the Contract by the Consultant or by any of its Subcontractors for each calendar day during which such worker is required or permitted to labor more than eight (8) hours in and one calendar day and forty (40) hours in any one calendar week in violation of Sections 1810 through 1815.

**5. Compliance with State Requirements for Employment of Apprentices**

(a) The Consultant's attention is directed to Section 1777.5 of the Labor Code. Provisions of said Section pertaining to employment of registered apprentices are hereby incorporated by reference into this Contract. As applicable, the Consultant or any Subcontractor employed by the Consultant in the performance of this Contract shall take such actions as necessary to comply with the provisions of Section 1777.